



# PHOENIX PERSONNEL

2220 Gladwick St. Dominguez Hills, CA 902220  
Phone (310) 631-5128 Fax (310) 631-8446

**To All Employees:**

Phoenix Engineering currently offers Direct Deposit to all contract employees. This benefit alleviates the concern of relying on the mail to receive your paycheck on time.

Your deposit (full net) will be in your account by noon on Thursday. Your voucher or "check stub" will be mailed with our regular payroll.

Phoenix Engineering **DOES NOT** accept called in hours as your timecard. We must receive a signed timecard by fax or mail. If you desire Direct Deposit, please be sure that your timecard is in our office Monday morning, otherwise your deposit will not be processed.

Please fill and sign the attached authorization agreement. Once the form has been received in our office, it will take 2 to 3 weeks for the procedure to be effective. Thank you.

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Cut and Return to Phoenix Engineering

## Authorization Agreement for Clear Pay Service

Company Name **Phoenix Engineering**

Company Identification Number

AUTOMATIC DEPOSIT

I hereby authorize **Phoenix Engineering** to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my :

Checking account     Savings account    (select one)

indicated below and the depository institution named below, hereinafter called Depository, to credit and /or debit the same to such account.

Depository Name (Institution)

Branch

City

State

Zip Code

Transit / ABA Number

Account Number

This authority is to remain in full force and effect until Phoenix Engineering has received written notification from me of its termination in such time and in such manner as to afford Phoenix Engineering and Depository reasonable opportunity to act on it.

Name

(Please Print)

Identification Number

Signature \_\_\_\_\_

\_\_\_\_\_ Date