



DIRECT DEPOSIT DECLINE FORM

To decline direct deposit please acknowledge the following:

- I understand that under most circumstances it takes a **minimum of 5 business days after pay day** before the Complete Staffing payroll office will be able to reissue a paycheck. Also, a **deduction of \$35** will be taken out of the reissued check for the stop payment.
- I understand that I may elect to sign up for direct deposit at a later time

I have read the above and fully understand the direct deposit decline agreement.

Print Name

Signature

Date