

# MIDWEST SUBSTITUTE STAFFING, INC.

3170 Old Farm Lane, Commerce Twp., Michigan 48390  
(248) 255-4630 Fax (248) 313-2009

## EMPLOYEE DATA RECORD

Please complete this New Employee Data Record sheet. It will supply your employer with information needed for our payroll and benefits programs.

### Please Complete and Print All Requested Information

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Occupation: \_\_\_\_\_

### In Case of Emergency Notify:

Primary Contact Name: \_\_\_\_\_

Phone # (Day): \_\_\_\_\_

Phone # (Night): \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

Phone # (Day): \_\_\_\_\_

Phone # (Night): \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

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**Personal Data** (for the purpose of EEO and Benefit Reporting as may be required):

Sex (Check One)  Male  Female

Have you ever worked for Midwest Substitute Staffing, Inc.?  Yes  No

List any friends or relatives working at Midwest Substitute Staffing, Inc.

**Voluntary Information:**

Marital Status (Check One):  Married  Single  Divorced

Name of Spouse:

Names of Dependents:

**Military**

Are you a Veteran of the U.S. Armed Forces? (Circle One):  Yes  No

If yes, which branch:

Are you entitled to any disability compensation or benefits under the laws administered by the Department of Veteran Affairs? (Circle One):  Yes  No

If yes, briefly explain:

Do you have a military obligation; including National Guard that would affect your work schedules (Circle One):  Yes  No

If yes, briefly explain:

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

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REMEMBER YOU ARE RESPONSIBLE  
FOR NOTIFYING  
MIDWEST SUBSTITUTE STAFFING  
OF ANY LOCAL TAXES  
YOU ARE REQUIRED TO PAY  
(Such As City of Detroit, Pontiac or Lansing)

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Name: \_\_\_\_\_

Social Security Number:     XXX-XX- \_\_\_\_\_

Local Tax Jurisdiction: \_\_\_\_\_

Resident

Non Resident

Return this form with enrollment paperwork to MidWest Substitute Staffing. You will be provided with the appropriate tax election form to be completed.

## MIDWEST SUBSTITUTE STAFFING, INC.

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February 14, 2019

Re: Condition of Employment – Direct Deposit

Dear Conditional New Hire:

Did you know...

- More than one million paychecks are lost or stolen each year?
- The Average person spends about 8 ½ hours a year waiting in lines to cash payroll checks.
- Direct Deposits always are paid on time, there is never a delay due to holiday, inclement weather or change of address issues.

With Direct Deposit, you will benefit in many ways. No more wasting part of your lunch hour or evenings waiting in lines at the bank or store. No possibility of losing or having your check stolen. No special trips or special arrangements when you are away from work on payday or are working off-hours. Direct Deposit means added convenience and security to you.

As a condition of employment with Midwest Substitute Staffing, it is required that all employees are to be enrolled in a Direct Deposit set-up. Attached is a Direct Deposit form if you have an active checking and/or savings account at a bank or credit union. If you currently do not have a banking institution, below are options for Direct Debit Cards (order online for no cost.)

- America Express Serve ([www.serve.com](http://www.serve.com))
- NetSpend ([www.netspend.com](http://www.netspend.com))
- Visa Prepaid (<https://usa.visa.com/pay-with-visa/find-card/get-prepaid-card>)
- Wal-Mart Money Card ([www.walmartmoneycard.com](http://www.walmartmoneycard.com))
- Green Dot ([www.greendot.com](http://www.greendot.com))

Again, you must be enrolled in Direct Deposit prior to your first payroll and supply a void check or direct deposit bank letter. Please contact your Account Manager with questions or concerns.

Most Sincerely,  
Midwest Substitute Staffing

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## Direct Deposit Authorization Form

Note: Attach a \*Void Check, Deposit Slip (savings only) or Bank Confirmation of Routing and Account Number Document to this form so that we may process a "pre-note" transaction. This will result in your first paycheck being "live" and the direct deposit will start with your second paycheck. *If you do not attach the \*requested information as listed above, we will conduct two (2) "pre-note" transactions and the first two (2) paychecks will be "live" and direct deposit will start with the third paycheck.*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
XXX-XX-

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
**Worksite** Name (Company Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

### Type of Account:

- Checking      Amount \$ \_\_\_\_\_ or      Percentage \_\_\_\_\_ %  
 Savings      Amount \$ \_\_\_\_\_ or      Percentage \_\_\_\_\_ %

### Checking Account:

***Please attach a Void Check OR Bank Confirmation of Routing Number and Account Number Document***

\_\_\_\_\_  
Transit / Routing Number:

\_\_\_\_\_  
Account Number:

### Saving Account:

***Please attach a Void Check OR Bank Confirmation of Routing Number and Account Number Document***

\_\_\_\_\_  
Transit / Routing Number:

\_\_\_\_\_  
Account Number:

I authorize my employer Midwest Substitute Staffing to deposit my earnings automatically to my account(s), specified above, each payday; adjusting entries to correct errors are also authorized. In addition, I agree not to hold my employer responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This authorization will remain in effect until I have cancelled it in writing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Note: Routing numbers and account numbers are required! Your request cannot be processed without this info.