



Employee Profile

Legal First Name: _____ Middle Initial _____

Legal Last Name _____

Email Address _____

Phone Number _____ - _____ - _____

Street Address _____ Apt # _____

City _____ State _____ Zip _____

S.S. # _____ - _____ - _____ Birth Date ____ / ____ / ____

Emergency Contact (Name & Phone) _____

Monthly Direct Deposit Information:

In order to receive a paycheck, you must submit one of the following along with this document:

- ☐ I have attached a voided check
- ☐ I have attached a direct deposit form completed by my credit union/bank

I authorize my employer, Futura Language Professionals LLC, and its Agents, including Financial Institutions, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my checking and/or savings accounts listed above. This authorization will remain in effect until I have informed my employer in writing that I wish to cancel it and my employer has had reasonable time to affect such cancellation.

Employee Signature

Date

For office use only:

Start Date: _____ End Date: _____ Enrichment: _____ Integrated: _____