

Paychex Use Only	
Client Account Number _____	Date _____
Worker Number _____	Time _____
PRS _____	Contact _____
Verified By _____	CSS Initials _____
Scanning instructions are located in Paychex Procedures.	

PAYCHEX®

Direct Deposit Signup Form

Worker Instructions:

1. Complete the "WORKER - Required Information" section.
2. Complete the Direct Deposit section to specify where you want your pay deposited.
3. Sign the bottom of the form.
4. Retain a copy of this form for your records. Return the original to your employer.

WORKER – Required Information

PLEASE PRINT

Worker Name _____

Last four digits of Social Security Number _____

Employer Instructions:

1. Complete the "EMPLOYER - Required Information" section.
2. Return this form to your local Paychex office.*
*See below for acceptable bank documentation.

EMPLOYER – Required Information

PLEASE PRINT

Company Name _____

Service Location/Client Acct. Number _____

Federal ID Number _____

Complete for Direct Deposit and Sign Below**I authorize my employer to deposit my wages/salary to the following bank account(s):****Bank Account #1** **Checking**

Bank Name _____

 Savings

Bank Name _____

 Chase Pay Card Plus*Please complete the attached application if you would like to sign up for Chase Pay Card Plus.***I wish to deposit (check one):** Remainder of Net Pay _____ % of Net Specific Dollar Amount \$ _____ .00**Please attach one of the following for Checking or Savings accounts (check one):** **Voided check with name imprinted (no starter checks)** **Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)** **Bank letter or specification sheet (the signature of your local bank representative MUST be included)****Bank Account #2** **Checking**

Bank Name _____

 Savings

Bank Name _____

 Chase Pay Card Plus*Please complete the attached application if you would like to sign up for Chase Pay Card Plus.***I wish to deposit (check one):** Remainder of Net Pay _____ % of Net Specific Dollar Amount \$ _____ .00**Please attach one of the following for Checking or Savings accounts (check one):** **Voided check with name imprinted (no starter checks)** **Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)** **Bank letter or specification sheet (the signature of your local bank representative MUST be included)****Employer Section Only**

If bank documentation provided is different from what is listed above, the following must be completed by the employer:

I confirm that the above named employee has added or changed a bank account for direct deposit transactions processed by Paychex, Inc.

Employer Signature _____**Worker Signature** _____ **Date** ____/____/____

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

Accountholder Signature _____

(If worker doesn't have authority to authorize deposits to the accountholder's account.)