

# PAYCHEX<sup>®</sup>

## Direct Deposit Enrollment/Change Form\*

Company Name and/or Client Number \_\_\_\_\_

Employee/Worker Name \_\_\_\_\_ Employee/Worker Number \_\_\_\_\_

**EMPLOYEE/WORKER:** Retain a copy of this form for your records. Return the original to your employer/company.

**EMPLOYER/COMPANY:** Return this form to your local Paychex office. For clients using on-line services, please retain a copy of this document for your records.

### COMPLETE TO ENROLL / ADD / CHANGE BANK ACCOUNTS - PLEASE PRINT CLEARLY IN BLACK/BLUE INK ONLY

Type of Account:  Checking  Savings | Accountholder's Name: \_\_\_\_\_

Routing/Transit Number

Checking/Savings Account Number\*\*

Financial Institution ("Bank") Name \_\_\_\_\_

I wish to deposit (check one):  \_\_\_\_\_ % of Net  Specific Dollar Amount \$ \_\_\_\_\_ .00  Remainder of Net Pay

Type of Account:  Checking  Savings | Accountholder's Name: \_\_\_\_\_

Routing/Transit Number

Checking/Savings Account Number\*\*

Financial Institution ("Bank") Name \_\_\_\_\_

I wish to deposit (check one):  \_\_\_\_\_ % of Net  Specific Dollar Amount \$ \_\_\_\_\_ .00  Remainder of Net Pay

### COMPLETE IF CHANGING EXISTING DEPOSIT AMOUNTS - PLEASE PRINT CLEARLY IN BLACK/BLUE INK ONLY

Type of Account:  Checking  Savings | Accountholder's Name: \_\_\_\_\_

Routing/Transit Number

Checking/Savings Account Number\*\*

Financial Institution ("Bank") Name \_\_\_\_\_

I wish to change my deposit amount to (check one):  From \_\_\_\_\_ % to \_\_\_\_\_ % of Net  From \$ \_\_\_\_\_ .00 To \$ \_\_\_\_\_ .00

Remainder of Net Pay

### EMPLOYEE/WORKER CONFIRMATION STATEMENT

#### PLEASE SIGN IN BLACK/BLUE INK ONLY

I authorize my employer/company to deposit my earnings into the bank account(s) specified above and, if necessary, to electronically debit my account to correct erroneous entries. I certify my account(s) allow these transactions. Furthermore, I certify that the above listed account number accurately reflects my intended receiving account. I agree that direct deposit transactions I authorize comply with all applicable laws. My signature below indicates that I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer/company to make direct deposits into the named account.

Employee/Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Digital or Electronic Signatures are not acceptable.

I confirm that the above named employee/worker has added or changed a bank account for direct deposit transactions processed by Paychex, Inc. I have reviewed the information provided and it is accurate to the best of my knowledge. My signature below indicates that I have the authority to execute this document on behalf of the Client.

Employer/Company Representative Printed Name: \_\_\_\_\_

Employer/Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* All fields are required except Employee/Worker Number.

\*\* Certain accounts may have restrictions on deposits and withdrawals. Check with your bank for more information specific to your account.