

Paychex Use Only

Client Number _____
Worker Number _____
PRS _____
Date _____
Verified By _____
Scanning instructions are located
in Paychex Procedures.



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.

Employer Instructions:

1. Complete the "EMPLOYER - Required Information" section.
2. Return this form to your local Paychex office.*
*See below for acceptable bank documentation. **Deposit slips are not accepted.**

WORKER – Required Information

PLEASE PRINT

Worker Name _____
Last four digits of Social Security Number ____ _

EMPLOYER – Required Information

PLEASE PRINT

Company Name _____
Office/Client 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 (deposit slips are not accepted)**
- Bank letter or specification sheet***

*See your local bank representative

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 (deposit slips are not accepted)**
- Bank letter or specification sheet***

*See your local bank representative

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.)