

Paychex Use Only

Client Number _____
Worker Number _____
PRS _____
Date _____
Verified By _____



Direct Deposit/Access Card Signup Form

Worker Instructions:

1. Complete the "WORKER - Required Information" section.
2. Complete the Direct Deposit, Access Card, or both sections 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 _____
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 account documentation. **Deposit slips are not accepted.**

EMPLOYER – Required Information

PLEASE PRINT

Company Name _____
Office/Client Number _____ / _____
Federal ID Number _____

Complete for DIRECT DEPOSIT

I authorize my employer to deposit my wages/salary to the following bank account(s):

Bank Account #1 Checking Savings

Bank Name _____

I wish to deposit (check one):

- Entire Net Pay
 _____ % of Net
 Specific Dollar Amount \$ _____ .00

Please attach one of the following (check one):

- Voided check (**deposit slips are not accepted**)
 Bank letter or specification sheet*
*See your local bank representative.

Bank Account #2 Checking Savings

Bank Name _____

I wish to deposit (check one):

- Entire Net Pay
 _____ % of Net
 Specific Dollar Amount \$ _____ .00

Please attach one of the following (check one):

- Voided check (**deposit slips are not accepted**)
 Bank letter or specification sheet*
*See your local bank representative.