

Paychex Use Only	
Client Number	_____
Worker Number	_____
PRS	_____
Date	_____
Verified By	_____

PAYCHEX[®]

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.

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.

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 Savings

Bank Name _____

Bank Account #2 Checking Savings

Bank Name _____

I wish to deposit (check one):

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

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.

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.

Complete for ACCESS CARD and Sign Below

I authorize my employer to deposit my wages/salary to an Access Card account. I agree to the terms and conditions of the Paychex Access Card Program including the \$2.00 monthly maintenance fee, the \$1.50 per ATM withdrawal fee, the \$3.00 over-the-counter cash advance fee, and the \$15.00 lost or stolen card replacement fee.

I wish to deposit (check one):

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

Please print the address where the Access Card statements should be mailed.

Street Address _____ Apt. # _____

City _____ State _____ Zip _____

Home Phone No. (_____) _____ - _____

Please also complete corresponding sections on page 2

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.)