



Direct Deposit/Access Card Employee Signup Form

Employee Instructions:

1. Complete the employee 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. Return the original to your employer.

Employer Instructions:

1. Complete the employer required information section.
2. Return this form to your local Paychex office.

EMPLOYEE - Required Information

PLEASE PRINT

Employee Name _____

Social Security No. ____/____/____

EMPLOYER - Required Information

PLEASE PRINT

Client Name _____

Office/Client No. ____/____

Federal ID No. _____

Complete for DIRECT DEPOSIT

I would like my wages/salary deposited 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
 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
 Bank letter or specification sheet*
* See your local bank representative.

Employee Signature _____

Date ____/____/____

Return this original form to your employer.