

# DIRECT DEPOSIT FORM

If you wish to participate in the Paychex Direct Deposit program the office will need the following information:

Name of Employee: \_\_\_\_\_

Description of account:      Checking      Savings      Reloadable Card      Other  
(circle one)

What bank is your account with? \_\_\_\_\_

What is the routing number for your account (this should be the nine digit number on the bottom left hand side of your checks)? \_\_\_\_\_

What is your account number (this can be any number up to sixteen digits and is in the bottom center of your check)? \_\_\_\_\_

**PLEASE DO NOT SUBMIT DEPOSIT SLIPS AS DIRECT DEPOSIT INFORMATION.  
THESE ACCOUNTS ARE ROUTINELY NOT SET UP TO RECEIVE DIRECT DEPOSITS.**

PLEASE PLACE A VOIDED CHECK ON THIS FORM WHEN YOU TURN IT IN.

PLACE CHECK HERE

IF YOU ARE USING A SAVINGS ACCOUNT, PLEASE CONTACT YOUR BANK AND HAVE THEM SEND YOU A FORM WITH THE ACTUAL ROUTING NUMBER AND ACCOUNT NUMBER FOR YOUR ACCOUNT. ATTACH THAT FORM TO THIS PAGE AND RETURN BOTH FORMS TO THE OFFICE. THANK YOU.