

Episcopal Diocese of CA Direct Deposit Enrollment Form To be used for NEW HIRES only.

Existing employees can log into their account at www.paychexflex.com to update their own direct deposit settings.

The benefits of direct deposit

1. Paperless payroll
2. There are no checks to be lost or stolen.
3. Paychecks reach your bank account the day the check is issued - even if you are out of town, sick or unable to get to your financial institution. No waiting for USPS mail delivery.
4. Many banks offer free or lower-cost banking for customers with direct deposit because it saves them the cost of processing paper checks.
5. Direct deposit can help you avoid bouncing checks because the deposit is direct and on time.
6. It can save you trips to the bank and help you avoid long lines at tellers or ATMs.

FRAUD ALERT – There is an uptick of scams in which the “employee” submits an email request to change bank account information. Employers should verify all direct deposit information by personal contact with employee. Do not accept change information via an unsolicited email request.

EMPLOYEE: _____
print name signature

Personal Email Address: _____
(required to receive instruction for online payroll access and alerts of deposit on payday)

EMPLOYER Name, City: _____

CHECKING (provide blank voided check OR the routing & account #s below) **or** SAVINGS (provide routing & account #s below)

deposit amt: 100% Net Pay **or** \$ _____ (specify exact \$ amt. of deposit)

<p>For Checking Account Direct Deposit ATTACH A BLANK VOIDED CHECK HERE Or contact your bank for routing & account numbers and list them below</p> <p>DO NOT USE DEPOSIT SLIP</p>
<p>For Savings Account Direct Deposit contact your bank for routing & account numbers to be listed below</p> <p>DO NOT USE DEPOSIT SLIP</p>

Routing # _____

Account # _____

Return completed form to your employer for filing with the Diocese payroll office.
Employee should not submit this form directly to Diocese.