

EDCA Payroll Service - Direct Deposit Enrollment Form

To be used for NEW HIRES only.

Existing employees can log into their PaychexFlex account to add / change direct deposit account information (www.paychexflex.com)

The benefits of direct deposit

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

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 the employee. Do not accept change information via an unsolicited / unverified email request.

EMPLOYEE: _____
Last Name, First Name signature

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

Personal Cell Phone: (_____) _____

EMPLOYER (org. name & city location): _____

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

Routing # _____

Account # _____

100% of net pay will be deposited into employee’s account each pay date.

If employee would like to establish additional deposits to another account they may do so through their PaychexFlex Account once their payroll profile is established.

<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>

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