

EDCA Payroll Service - Direct Deposit Enrollment Form

To be used for NEW HIRES only

Existing employees should log into their PaychexFlex Account (www.paychexflex.com) to edit DD information.

The benefits of direct deposit

1. Paperless payroll
2. There are no checks to be lost or stolen.
3. Paychecks reach your bank account on posted pay dates - even if you are out of town, sick or unable to get to your financial institution.
4. No waiting for USPS mail delivery.
5. Many banks offer free or lower-cost banking for customers with direct deposit.

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 email request and do not reply directly to unsolicited email requests to change employee’s bank information. Refer employees to their PaychexFlex Account (www.paychexflex.com) to update their direct deposit information.

EMPLOYEE: _____
Last Name First Name

Personal Email Address: _____
required to receive invitation to set-up PaychexFlex Account and approve direct deposit

Personal Cell Phone (format w area code ###-###-####): _____

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

Routing # (9-digits): _____ **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.

For Checking Account Direct Deposit
contact your bank for routing & account numbers and list them above
or
Attach a blank voided check
DO NOT USE DEPOSIT SLIP

For Savings Account Direct Deposit
contact your bank for routing & account numbers to be listed above
DO NOT USE DEPOSIT SLIP

EMPLOYER INFO: _____
(org. name & city location + 3digit parish code)

New employee direct deposit enrollment form should be filed with Diocese as part of the on-boarding new-hire paperwork. An employee should not submit this form directly to Diocese.

Direct Deposits will not be active until the employee follows the invitation to **set-up** their PaychexFlex Account & **approve** DD information. Live paychecks will be issued and mailed to employee’s home address until they approve direct deposit through their PaychexFlex Account