

Episcopal Diocese of CA Direct Deposit Enrollment Form

The benefits of direct deposit

1. **Paperless payroll.** By signing up for direct deposit you turn off the printing of paper checks. Paychecks and year-end tax documents will be online 24/7 and reprinted at your convenience. Visit: www.diocal.org/pba for the instructions to view your payroll records online
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.

EMPLOYEE: _____
print name signature

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

EMPLOYER Name, City: _____

I wish to... set up a new or add a 2nd / 3rd account or cancel existing direct deposit
for... CHECKING 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 DO NOT USE DEPOSIT SLIP</p>
<p>For Savings Account Direct Deposit contact your bank for routing & account numbers to be listed below DO NOT USE DEPOSIT SLIP</p>
<p>It may take a few payroll cycles before the new direct deposit is set up or the change is processed. You will receive live checks until the new direct deposit is active.</p>

Routing # _____

Account # _____

return completed form to payroll office by fax: 415-673-4863 or email: sarahc@diocal.org