

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 are available online 24/7 and can be reprinted at your convenience from www.MyPaychex.com call MyPaychex Support Center at (877) 281-6624 for help & password resets. Follow prompts for “employee” then “technical support” do not hang up and call your local admin without talking to a Paychex representative first.
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 / replace existing **or** add a 2nd / 3rd account **or** cancel existing direct deposit

For: 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 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>

Routing # _____

Account # _____

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