

Paychex Use Only

Client Account Number _____ Date _____
Worker Number _____ Time _____
PRS _____ Contact _____
Verified By _____ CSS Initials _____
Scanning instructions are located in Paychex Procedures.

PAYCHEX®
Direct Deposit Signup Form

Worker Instructions:

- 1. Complete the "WORKER - Required Information" section.
- 2. Complete the Direct Deposit section to specify where you want your pay deposited.
- 3. Sign the bottom of the form.
- 4. Retain a copy of this form for your records. Return the original to your employer.

Employer Instructions:

- 1. Complete the "EMPLOYER - Required Information" section.
- 2. Return this form to your local Paychex office.*
*See below for acceptable bank documentation.

WORKER – Required Information

PLEASE PRINT

Worker Name _____
Last four digits of Social Security Number _____

EMPLOYER – Required Information

PLEASE PRINT

Company Name Council on Library and Information Resources
Service Location/Client Acct. Number 0031-8704
Federal ID Number 521576808

Complete for Direct Deposit and Sign Below

I authorize my employer to deposit my wages/salary to the following bank account(s):

Bank Account #1

- Checking**
Bank Name _____
- Savings**
Bank Name _____
- Chase Pay Card Plus**
Please complete the attached application if you would like to sign up for Chase Pay Card Plus.

I wish to deposit (check one):

- Remainder of Net Pay
- _____ % of Net
- Specific Dollar Amount \$ _____ .00

Please attach one of the following for Checking or Savings accounts (check one):

- Voided check**
- Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)**
- Bank letter or specification sheet (the signature of your local bank representative MUST be included)**

Bank Account #2

- Checking**
Bank Name _____
- Savings**
Bank Name _____
- Chase Pay Card Plus**
Please complete the attached application if you would like to sign up for Chase Pay Card Plus.

I wish to deposit (check one):

- Remainder of Net Pay
- _____ % of Net
- Specific Dollar Amount \$ _____ .00

Please attach one of the following for Checking or Savings accounts (check one):

- Voided check**
- Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)**
- Bank letter or specification sheet (the signature of your local bank representative MUST be included)**

Employer Section Only

If bank documentation provided is different from what is listed above, the following must be completed by the employer:

I confirm that the above named employee has added or changed a bank account for direct deposit transactions processed by Paychex, Inc.

Employer Signature _____

Worker Signature _____ **Date** ____ / ____ / ____

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

Accountholder Signature _____
(If worker doesn't have authority to authorize deposits to the accountholder's account.)