

## INSTRUCTIONS

**PLEASE VERIFY WITH YOUR PAYROLL CONTACT THAT DIRECT DEPOSIT IS AVAILABLE AT YOUR LOCATION BEFORE SUBMITTING AN ENROLLMENT/CHANGE REQUEST.**

1. You may have up to four (4) accounts for direct deposit.
2. Your entire paycheck must be direct-deposited into the account(s) specified. You may NOT have a portion of your check direct-deposited and still receive the balance in a physical, negotiable paycheck.
3. If only one account is listed, your entire paycheck will be deposited into that account. If you list multiple accounts, ONE account must be assigned as "Balance," and the other account(s) must have specific dollar amounts indicated. The "Balance" account will receive the balance of your paycheck after the specified dollar amount(s) have been deposited into your other account(s).
4. You **must** verify account and routing numbers with your financial institution. Not all checks and/or deposit slips contain this information, and Administaff is not responsible for errors or processing delays caused by incorrect or missing information.
5. Complete all information for each direct deposit account (up to 4 accounts). Sign and date the form, attach a voided check (for checking accounts) and/or a deposit slip (for savings accounts), and return to Administaff via **FAX: 281-348-3111**. If you have questions, please e-mail to [direct\\_deposit@administaff.com](mailto:direct_deposit@administaff.com) or call 281-348-3781.

### Frequently Asked Questions

**Q. I want to enroll in direct deposit for the first time. What do I do?**

A. Check the "New" box to ENROLL in direct deposit for the first time. Use the area designated as "Balance Account" for your main direct deposit account, and indicate whether your "entire check" or the "Balance" is to be direct-deposited into that account. If you choose "Balance," additional accounts need to be indicated. For each additional account, indicate a dollar amount per paycheck that you wish to have direct-deposited.

**Q. I have a direct deposit account, but I want to deposit part of my paycheck into a savings account. What do I do?**

A. Check "Add" to add a financial institution and/or account for direct deposit. Complete an "Additional Account" block for each account you wish to add. You must provide the Bank Name and Bank Phone Number for verification of information for each account you add.

**NOTE:** If you currently have four direct deposit accounts established, you must cancel an existing account before you can add a new one.

**Q. I want to cancel a direct deposit account. What do I do?**

A. Complete a direct deposit cancellation form and indicate the account number you are closing. If you are canceling some, but not all your direct deposit accounts, complete an account block for each account that you wish to CANCEL. If you check "Cancel," but do not complete any account block information, your participation in direct deposit will be ended for ALL accounts, and you will begin receiving your Administaff paycheck as a physical, negotiable check, rather than a non-negotiable pay stub.

**To cancel a debit card account:** Complete a direct deposit cancellation form and indicate the account number you are closing. Check "Cancel" in the Balance Account block and write "CashPay" or "Chase E-funds" in the Bank Name field. Sign and date the form and return as indicated in Instruction #5 above.

**Q. I have direct deposit, but I'm changing banks. What do I do?**

A. Check "Change" to change information about your direct deposit accounts — i.e., financial institution(s), account information, account type(s) or dollar amount(s). Complete an account block for each direct deposit account you wish to change.

**NOTE:** When you request a change to your direct deposit account information, do not close the old account at your financial institution until you have confirmed that the new direct deposit account is operational for direct deposit.

**Q. I want to cancel one direct deposit account and set up a new one, but I don't want to receive a physical, negotiable paycheck in the interim. What do I do?**

A: Complete an Administaff application for direct deposit for the new account after it is operational at the bank. Make this your balance account. Then, after funds have posted to this account, complete an Administaff cancellation of direct deposit for the account you are closing. DO NOT close the old account at the bank until your new account has had direct deposit into it. Once the new account is funded by Administaff, you may close the old account. If the old account is closed before the new account is set up, your direct deposit will be returned to Administaff and you will have no funds in either account.

*If you are unsure of any information, please contact your financial institution to verify before sending your Direct Deposit Enrollment/Change Request to Administaff. If any account information provided is incorrect, it will significantly delay the setup of your direct deposit account(s).*



**OFFICE USE ONLY**  
Prenoted:

**SEE INSTRUCTIONS ON PAGE ONE OF THIS FORM. PLEASE PRINT USING INK.**

|                     |                |                     |
|---------------------|----------------|---------------------|
| EMPLOYEE NAME       |                | SOCIAL SECURITY NO. |
| CLIENT COMPANY NAME |                |                     |
| CLIENT #            | BUSINESS PHONE | HOME PHONE          |

**For new enrollments and changes, a voided check (for checking accounts) or deposit slip (for savings accounts) must be attached to this form for verification of routing and transit numbers.**

**PLEASE CONTACT YOUR FINANCIAL INSTITUTION TO VERIFY ROUTING AND ACCOUNT NUMBERS. ADMINISTAFF WILL NOT BE RESPONSIBLE FOR ANY ERRONEOUS INFORMATION PROVIDED.**

**BALANCE ACCOUNT:**  NEW  ADD  CHANGE

|  |  |   |
|--|--|---|
| BANK, CREDIT UNION OR SAVINGS & LOAN NAME                                  |  | BANK AREA CODE & TELEPHONE NO.  |
| ROUTING/TRANSIT NO. (FIRST 9 DIGITS OF MICR ENCODING FROM BOTTOM OF CHECK) |  | TYPE OF ACCOUNT (CHECK ONE)<br><input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS |
| ACCOUNT NUMBER   |  | AMOUNT PER PAYCHECK<br><input type="checkbox"/> ENTIRE CHECK <input type="checkbox"/> BALANCE     |

**ADDITIONAL ACCOUNT:**  NEW  ADD  CHANGE

|  |  |   |
|--|--|---|
| BANK, CREDIT UNION OR SAVINGS & LOAN NAME                                  |  | BANK AREA CODE & TELEPHONE NO.  |
| ROUTING/TRANSIT NO. (FIRST 9 DIGITS OF MICR ENCODING FROM BOTTOM OF CHECK) |  | TYPE OF ACCOUNT (CHECK ONE)<br><input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS |
| ACCOUNT NUMBER   |  | AMOUNT PER PAYCHECK<br>\$   |

**ADDITIONAL ACCOUNT:**  NEW  ADD  CHANGE

|  |  |   |
|--|--|---|
| BANK, CREDIT UNION OR SAVINGS & LOAN NAME                                  |  | BANK AREA CODE & TELEPHONE NO.  |
| ROUTING/TRANSIT NO. (FIRST 9 DIGITS OF MICR ENCODING FROM BOTTOM OF CHECK) |  | TYPE OF ACCOUNT (CHECK ONE)<br><input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS |
| ACCOUNT NUMBER   |  | AMOUNT PER PAYCHECK<br>\$   |

**ADDITIONAL ACCOUNT:**  NEW  ADD  CHANGE

|  |  |   |
|--|--|---|
| BANK, CREDIT UNION OR SAVINGS & LOAN NAME                                  |  | BANK AREA CODE & TELEPHONE NO.  |
| ROUTING/TRANSIT NO. (FIRST 9 DIGITS OF MICR ENCODING FROM BOTTOM OF CHECK) |  | TYPE OF ACCOUNT (CHECK ONE)<br><input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS |
| ACCOUNT NUMBER   |  | AMOUNT PER PAYCHECK<br>\$   |

I hereby authorize my employer to initiate deposits (credits) of my net pay and/or corrections to the previous credits to my checking or savings account at the financial institution(s) named on this form. I understand and acknowledge that my election to use this account is completely optional on my part. I understand that I am solely responsible for the accuracy of the information I have submitted on this form. It is my responsibility to notify my employer of any changes or corrections to my bank account information. I understand it will take approximately four weeks to process my enrollment, change or cancellation request from the date received by my Administaff payroll contact. If I submit a change in bank information, I may receive one or more physical paychecks until the new bank information is processed.

In the event of a network electronic failure, I may receive a physical paycheck.

If I become subject to any attachment, garnishment or levy, my participation in direct deposit may be terminated, and I may receive a physical paycheck for my pay. In the event my employment is terminated, the final pay will be a physical paycheck.

I agree to hold harmless the above-named financial institution(s) for any erroneous deposits or adjustments not caused by the financial institution. I agree to hold harmless Administaff for any erroneous deposits or adjustments. I understand that Administaff reserves the right to reverse direct deposit of funds paid in error.

I understand that it is my responsibility to verify funds deposited into such account(s) before performing transactions on those funds. Neither Administaff Companies nor \_\_\_\_\_ (Client Company) are responsible for insufficient funds charges posted to such account(s) due to errors in electronic funds transfer.

|                    |      |
|--------------------|------|
| EMPLOYEE SIGNATURE | DATE |
|--------------------|------|

