

# Direct Deposit Enrollment Form



**Please return form to National PEO, LLC upon completion.**

Please fully complete the form below to ensure a speedy and accurate enrollment. When the form is complete, please fax it back to your payroll specialist at (480) 945-1525. Attach a copy of a voided check in the box below – do not attach a deposit slip. The deposit slip does not contain the same banking information. If you wish to use your savings account and/or you don't have a voided check, please contact your bank for a letter which includes your Routing/Account Number.

**NOTE: Direct Deposit Enrollment or changes to Direct Deposit can take up to one payroll cycle to process.**

**PLACE VOIDED CHECK HERE**

**Employee Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

Worksite Employer Name: \_\_\_\_\_

**Please enter the checking and/or savings account information and distribution amount below.  
If you wish to distribute to more accounts, please contact your payroll specialist at (480) 429-8098.**

Checking Account	Savings Account
Bank Name:	Bank Name (if different)
Routing/Transit Number:	Routing/Transit Number (if different)
Account Number:	Account Number:
Amount (% or \$)	Amount (% or \$)

Through your National PEO Employee Portal, you can view your check stubs and other payroll information online. You can also continue to receive paper check stubs, if you prefer. Which would you prefer?

I would prefer to only access my payroll information online, and no longer receive a paper check stub.

I would prefer to continue receiving paper check stubs as well as online.

I authorize National PEO, LLC and the financial institution above to credit my account(s) for direct deposit and, if necessary, to initiate debits or adjustments for credits made in error. This authority will remain in effect until I have cancelled direct deposit in writing to National PEO. I understand that my voluntary or involuntary termination effectively cancels direct deposit and if employment is reinstated, a new form must be provided.

**Direct deposits are forwarded electronically to our financial institution that processes it through the Clearinghouse of the Federal Reserve Bank. Your bank then posts the payroll to your account. It is your responsibility to verify that your bank has received the funds!**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_