

Direct Deposit Setup Request for Employer

* **New**

* **Change**

Note: You will need to manually Print and distribute checks to employees until you receive an email stating that set up of direct deposit is complete. This can take 2- 3 weeks.

Legal Name: _____

DBA (if different): _____

Federal Tax ID#: _____

Bank Account Information (include voided check on the bottom of this form):

Routing Number: _____ Account Number: _____

Principal Officer listed on the bank account: _____

Principal's Social Security #: _____ Principle's Date of Birth: _____

Important Information

To help the government fight the funding of terrorism and money laundering activities, Federal law requires us to obtain, verify, and record information that identifies the principal officer listed on an account used for Direct Deposit or electronic payments. Please check that the information is complete and accurate. Errors or omissions will delay your Electronic services enrollment. You will not be able to pay your employees by direct deposit or submit electronic tax payments until this information has been verified.

Signature: _____ Title: _____ Date: _____

