

Paychex Use Only	
Client Number	_____
Worker Number	_____
PRS	_____
Date	_____
Verified By	_____

# PAYCHEX<sup>®</sup>

## Direct Deposit/Access Card Change Form

### Worker Instructions:

1. Complete the "WORKER - Required Information" section.
2. Complete the Direct Deposit, Access Card, or both sections to change your existing payroll information.
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.

WORKER - Required Information	
<i>PLEASE PRINT</i>	
Worker Name	_____
Social Security Number	____ - ____ - _____
Street Address	_____ Apt. # _____
City	_____ State _____ Zip _____

EMPLOYER - Required Information	
<i>PLEASE PRINT</i>	
Company Name	_____
Office/Client Number	_____ / _____
Federal ID Number	_____

## Complete for DIRECT DEPOSIT

Bank Account #1	Bank Account #2	Bank Account #3
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Number* _____	Account Number* _____	Account Number* _____
Bank Name _____	Bank Name _____	Bank Name _____
<input type="checkbox"/> Remove From Direct Deposit OR	<input type="checkbox"/> Remove From Direct Deposit OR	<input type="checkbox"/> Remove From Direct Deposit OR
Change My Deposit Amount To:	Change My Deposit Amount To:	Change My Deposit Amount To:
<input type="checkbox"/> Entire Net Pay	<input type="checkbox"/> Entire Net Pay	<input type="checkbox"/> Entire Net Pay
<input type="checkbox"/> _____ % of Net	<input type="checkbox"/> _____ % of Net	<input type="checkbox"/> _____ % of Net
<input type="checkbox"/> Specific Dollar Amount \$ _____ .00	<input type="checkbox"/> Specific Dollar Amount \$ _____ .00	<input type="checkbox"/> Specific Dollar Amount \$ _____ .00

\* If your bank account number has changed, you must provide a voided check or bank specification sheet.

## Complete for ACCESS CARD

Last 8 digits appearing on card (required) \_\_\_\_\_

<p>1. <input type="checkbox"/> <b>Change My Name</b> (a new card will be created)</p> <p><i>PLEASE PRINT</i> Old Name _____ New Name _____</p>	<p>3. <input type="checkbox"/> <b>Add Another Person to My Account</b></p> <p><i>PLEASE PRINT</i> Additional Cardholder Name _____ Additional Cardholder SS# _____ - _____ - _____</p>
<p>2. <input type="checkbox"/> <b>Change My Address and/or Phone Number</b></p> <p><i>PLEASE PRINT</i> Street Address _____ Apt. # _____ City _____ State _____ Zip _____ Phone ( _____ ) _____ - _____</p>	<p>4. <input type="checkbox"/> <b>Change My Deposit Amount To:</b></p> <p><input type="checkbox"/> Entire Net Pay <input type="checkbox"/> _____ % of Net <input type="checkbox"/> Specific Dollar Amount \$ _____ .00</p>

5.  **Close My Account**

**Note:** All cards with the same name and social security number will be affected by this change.

**Worker Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_ **Return this original form to your employer.**  
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.)