

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank.
 2. Find out if they accept direct deposits. Verify bank's transit # and your account # (including dashes)
 3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there is not anything special you need to do as far as they are concerned.
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Please check the action and fill out form below:

_____ Canceling account (complete item C below). Do not close out account unless you cancel it through Payroll first.

_____ Direct deposit already set up, changing \$ amount only (complete C through E below).

_____ A new account complete A through E below.

_____ A new account to replace a direct deposit already set up (complete A through E below).

Which account are you replacing? _____

A. Bank Name: _____

B. Bank TBA #:

C. Bank Account #:

D. Checking: _____ Savings: _____

E. Full Deposit: _____ Partial Deposit (Amount per payroll) _____

Please return to Payroll Department with a voided check from your checking account or a deposit form from your saving account

*** Your account # will be pre-noted for 10 days after input.

- I authorize Paylocity and the Bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.
- If funds to which I am not entitled are deposited to my account, I authorize Paylocity to direct the bank to return said funds.
- I understand that my deposit may not be credited to my account until 5:00 PM on the payday indicated on the check voucher.

Employee Signature: _____

Print name as well: _____ Date: _____



Opting into Paperless Pay Stubs & W2's

Trinity High School Company ID N7662

Start by going to [Paylocity.com](https://www.paylocity.com) and either log in or Register a New User if you have never accessed your account before

1. Select **Get Started** to begin the process, or **Not Today** to dismiss the overlay and make elections at a later time. If the **Go Paperless** overlay does not occur upon login, then log into the Self Service Portal and select **Go Paperless** in the **Pay** panel.



2. Toggle **Direct Deposit to On**.
3. Toggle **W-2/1099 to On** to not receive a paper W-2/1099 form. Users still have the option of viewing or printing these documents online.
4. Toggle **1095-C to On** to not receive a paper 1095-C form.
 - Users still have the option of viewing or printing this document online.
 - This option is only available if the company uses Affordable Care Act (ACA) services with Paylocity.
5. Select **View Details**.
6. Review the **Paylocity E-Sign Act Disclosure and Agreement**.
7. Enable the **Yes, I consent to receiving documents electronically**.
8. Enable the " **I understand that clicking this box constitutes a legal signature**" checkbox.