pinkpayroll

DIRECT DEPOSIT SETUP CHECKLIST

Get the setup right before the money starts moving.

WHAT TO CHECK ✔
☐ **Decide whether to allow the employee to set it up using their login or have payroll admin set it up** Allowing the employee to set it up removes document collection from admin.
☐ **If employer will set it up, collect employee authorization** Create a policy for data collection, including a signed authorization form and an image showing the routing and account numbers.
☐ **Gather banking information securely** Collect the routing number, account number, and account type using a secure method.
☐ **Confirm it is active for the next payroll date** Make sure the direct deposit setup or change is effective for the correct payroll.
☐ **Check for rejected or returned deposits** Review deposit activity and address any rejected or returned payments promptly.
☐ **Protect employee banking information** Limit access to banking information and store it securely.

THE PAYOFF: Fewer direct deposit problems and a smoother payday for everyone.

Contact us at pinkpayroll.com/quote to get started or get more info