

DIRECT DEPOSIT PROCEDURES FOR QUICKBOOKS

ACTIVATE DIRECT DEPOSIT - MAY TAKE 2 TO 3 DAYS:

1. Go to the Employees menu, click My Payroll Service, and then click Activate Direct Deposit.
2. Follow the onscreen instructions. You'll need the following information:
 - Your company's [legal name and address](#).
 - Information on the bank account you will use for direct deposit payments and per-use fees, including [account and routing numbers](#). If unsure of your numbers, contact your financial institution.
 - "Owner" and "Payroll Administrator" refer to the Payroll Subscription's Owner.
3. In one or two days, look for the withdrawal of two small amounts from your bank account. Complete the bank account verification process (as explained in the [Direct Deposit Getting Started Guide](#) and set up your PIN number (password). <https://pws.quickbooks.com/sub/pdf/DDGettingStartedGuide.pdf>)

SET UP EMPLOYEES FOR DIRECT DEPOSIT

1. Employees must give written approval to you for direct deposit of their paychecks. Please refer to the form at: <http://www.accountabilitiesolutions.net/Direct%20Deposit%20Authorizations.pdf>.
2. FYI: QuickBooks automatically creates a new payroll item for direct deposit.
3. Go to the Employees menu, and then click Employee Center. From the list on the left, select the employee you want to set up for direct deposit. Click Set Up Direct Deposit in the Employee Information section:
 - In the Direct Deposit window, select the Use Direct Deposit for checkbox.
 - Enter the employee's financial institution information.
 - WE RECOMMEND ALLOWING ONLY ONE ACCOUNT.
 - The entire check must be deposited into either one or two accounts.
 - Click OK in the Direct Deposit and Edit Employee windows.

PAY EMPLOYEES - SOME WITH DIRECT DEPOSIT

1. Refer to page 3 of the [Direct Deposit Getting Started Guide](#).
(<https://pws.quickbooks.com/sub/pdf/DDGettingStartedGuide.pdf>)
Print paychecks for NON-direct deposit employees to check stock.
Do not use check stock when printing paystubs for direct deposit employees.
2. Transmit the information at least **TWO BUSINESS DAYS PRIOR TO ACTUAL PAYDAY**. Be aware of bank holidays.
 - On the Confirmation and Next Steps window, click Send Payroll to Intuit and enter your PIN.
 - You will receive a confirmation message indicating that you sent your payroll successfully.
 - An e-mail confirmation will also be sent to the Owner of the Payroll Subscription.
3. One deduction will appear in the check register for all the direct deposit checks PLUS the QuickBooks fee (presently \$1.05 per employee).