



BANK ACCOUNT CHANGE/ADDITION FORM

**** FORMS MUST BE RECEIVED 2 DAYS PRIOR TO EXPECTED SUBMIT DATE!****

COMPANY CODE _____
COMPANY NAME _____
COMPANY CONTACT _____ PH# _____

WHICH SERVICE(S) WILL THIS ACCOUNT FUND? (Check all that apply)

- Payroll Checks
- Direct Deposits
- Taxes
- Billing
- Agency Checks

OLD ACCOUNT # _____ OLD ROUTING # _____

NEW ACCOUNT # _____ NEW ROUTING # _____

***PAYLOCITY WILL NOT ACCEPT THIS FORM WITHOUT ONE OF THE FOLLOWING ITEMS:**

- **A VOIDED CHECK**
- **MICR SPECIFICATION SHEET**

1. Would you like to continue with your current check number sequence? YES NO*

* If no; please list the new starting check number _____

Effective Check Date _____ Expected Submit Date* _____

***Expected submit day should be at least 2 days prior to check date.**

MANUAL CHECK STOCK

Do you need new blank manual check stock printed? YES NO If YES, how many? _____ (Minimum 25)*

Starting Manual Check Stock # _____

*Orders should be requested in 25 count intervals.

*Manual check stock will be delivered separate from your normal payroll process. Normal delivery charges will apply.



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ACH DEBIT FILTER/POSITIVE PAY

1. Does this new bank account have an ACH Debit Filter or Fraud Protection? YES NO

If you answered "YES" to having an ACH Debit Filter, please contact your Client Service Representative and they will provide you with the necessary ACH Origin ID numbers to have the filter removed.

2. Would you like Paylocity to automatically transmit a Positive Pay file to your bank? YES NO

If you answered "YES" to wanting Paylocity to automatically transmit your Positive Pay file, please initiate contact with your bank and let them know you would like to authorize Paylocity to automatically transmit your positive pay file. Your bank will then have you sign documentation and provide you with a Technical Contact that you will need to share with your Client Service Representative in order for us to proceed.

Each new bank account change requires a new Positive Pay File setup. Fees start at \$350 and a \$10 per payroll fee. **Please allow an additional 2-4 weeks for set-up time.**

Paylocity provides a Positive Pay File Report located in Reports/Analytics > Reports Library. This report may be accepted by your bank until you have been notified by Paylocity that your positive pay file transfer set-up has been completed.

For more information, contact your Client Service Representative.

Does Paylocity provide Automatic File Transfer service? If so, please list the vendor (i.e. John Hancock, Nationwide, Bank of America, etc.)

PLEASE SEND YOUR COMPLETED FORMS TO:

EMAIL: SERVICE@PAYLOCITY.COM

FAX: 847-956-1926
