ELECTRONIC FUNDS TRANSFER

ACCOUNTHOLDER INFORMATION

Employer Name:		Division Name:	
Funding by Division*:	☐ No ☐ Yes	If yes, list Divisions included:	
Which TPA Benefits will this Fund: (check all that apply)	☐ Flex Accounts (FSA/LFSA/DCA/TMA/PARK/HRA) ☐ HSA ☐ COBRA ACH Remittance ☐ POP		

***Please submit a separate form for each divisional bank account being updated/added. Multiple divisions using the same bank account can be added with a single form. Be sure to list all divisions the banking information should be applied to.**

BANK ACCOUNT INFORMATION

I hereby authorize Paylocity to imitate variable debit entries to my (check one): ☐ **Checking Account** ☐ **Savings Account** indicated below and my financial institution named below to debit the same to such account.
*For COBRA ACH Remittances only a credit entry will be made.

Account Number:		Bank ACH **Routing** Number:			
Bank/Financial Institution:					
Branch:		City:		State:	

ACH Bank Filters

Paylocity has multiple Company IDs that are required to be given to your bank when signing up ACH transactions. If your bank account is not setup with the appropriate Company IDs, ACH transactions may be rejected. It is important to add the following Company ID's to your bank account(s) prior to Paylocity initiating your first banking transaction. Your first transaction may include your Debit Card pre-fund, if applicable. Additional fees may apply if banking transactions are returned to Paylocity.

COMPANY IDs

1431696316	2431696316	3431696316	4431696316	5431696316

The authority will remain in full force and effective until Paylocity has received written notification from me of its termination in such time and in such manner as to afford Paylocity a reasonable opportunity to act on it. I also understand by signing this, I am verifying I understand I am responsible for the accuracy of the initial information and the updating of these subsequent fields (i.e. changing bank accounts, bank name changes, etc.).

Print name: _____ Signature: _____ Date: _____

MUST ATTACH VOIDED CHECK or MICR SHEET!

Electronic Funds Transfer processed only with copy of a voided check or MICR on file!

Please submit this form to Paylocity via secure email batclientsupport@paylocity.com or fax (314) 909-6983.

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