

# Intuit QuickBooks Direct Deposit

## Getting Started Guide

**Thank you for signing up for Direct Deposit!** Now that you've signed up, read this guide to learn how to activate and use Direct Deposit to pay your employees.



### Next Steps:

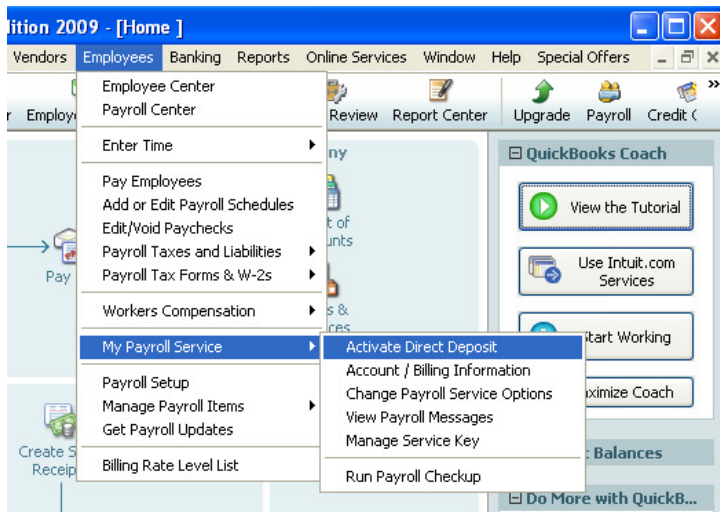
1. **Verify your bank account**
2. **Set up employee bank account or pay card information**
3. **Start paying your employees using Direct Deposit**

## Step 1: Verify your bank account

For security purposes, when you provide your initial bank information during signup, Intuit makes two small withdrawals of less than \$1.00 each from the bank account you set up for Direct Deposit. Check your bank account for the amounts and confirm them in QuickBooks. You are then verified as an authorized user of the account, and the bank account is ready for authorized payroll transactions and fees.

Follow these steps to verify your bank account:

1. Check your bank account to find out the amounts of the two withdrawals. (It may take 2-3 days from your sign-up date.) The transaction description will include "QuickBooks."
2. In QuickBooks, click **Employees > My Payroll Service > Activate Direct Deposit**.
3. Enter the two amounts withdrawn from your bank account and create a PIN that you'll use when paying your employees with Direct Deposit.



Intuit QuickBooks Direct Deposit - Verify Bank Account

**QuickBooks Direct Deposit**

Intuit  
(800) 624 - 2106

Check your bank statement to find 2 small charges (less than \$1) from Intuit QuickBooks Payroll. Enter the amounts below in any order (each amount should be two digits).

Bank Account Number 5522100

Amount 1 \$0.00

Amount 2 \$0.00

Create a unique Personal Identification Number (PIN) that you'll use when paying your employees with Direct Deposit.

Your PIN must be between 8 and 12 characters and include at least one letter (a-z, A-Z) and one number (0-9), with no special characters.

PIN

Confirm PIN

Submit

If you're using Simple Start, click [here](#) for instructions.

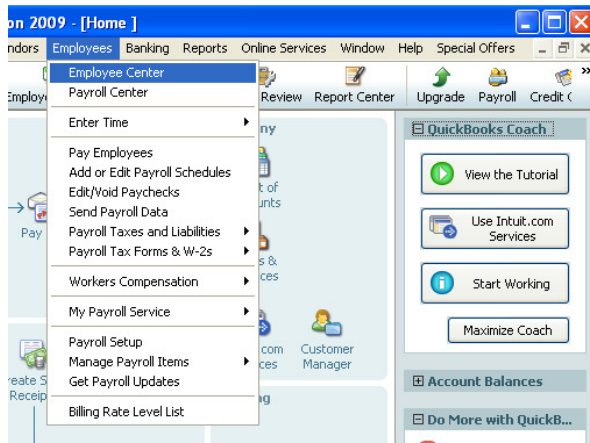
## Step 2: Set up your employees' bank account or pay card information in QuickBooks

### Paying to a bank account

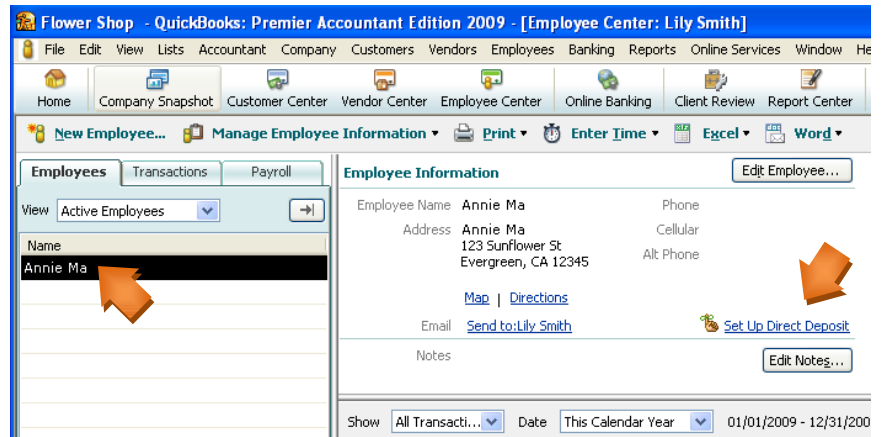
Collect bank account information from employees who want to be paid by direct deposit. Employees must give written approval to you for direct deposit of their paychecks. You can use the [Authorization for Direct Deposit form](#) included in this guide.

To enter employee bank account and routing information into QuickBooks for each employee:

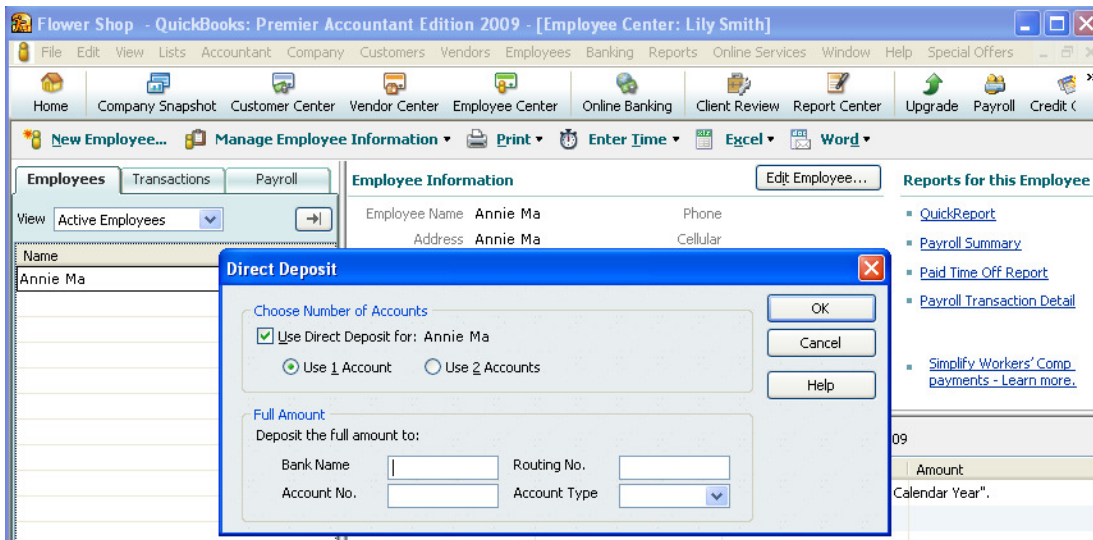
1. Go the **Employees** menu and click **Employee Center**



2. Select the employee you want to set up and click **Set Up Direct Deposit** in the Employee Information section



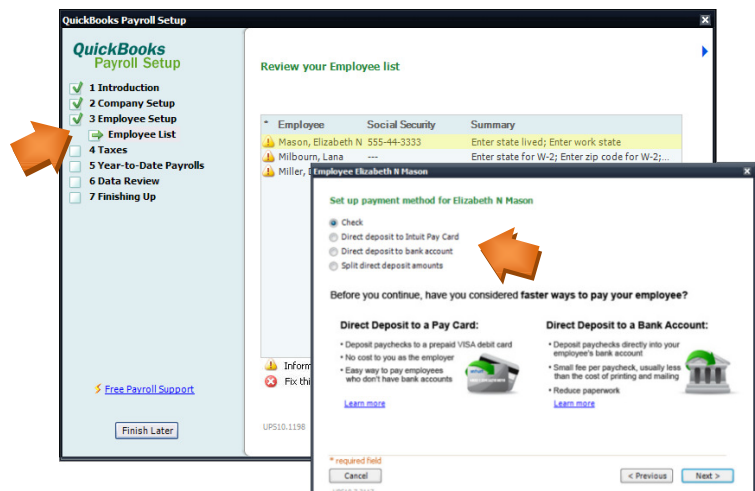
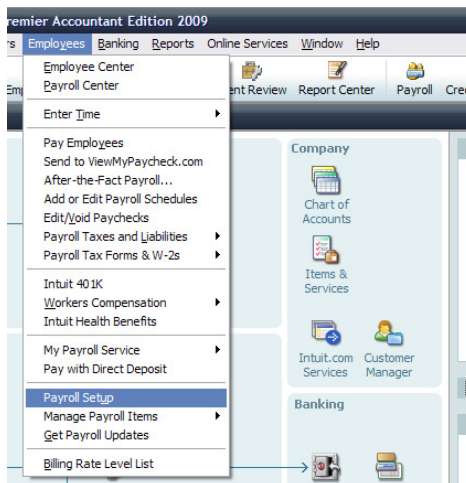
3. Select **Use Direct Deposit for** checkbox and then select whether to deposit the paycheck into one or two accounts. Enter the employee's financial institution information and then click **OK** to save the information.



If you're using Simple Start, click [here](#) for instructions.

## Paying to an Intuit Pay Card

1. Go the **Employees** menu and click **Payroll Setup**
2. Select the employee you want to set up and click **Next >** until the Set up payment method screen.



3. Select **Direct deposit to Intuit Pay Card** radio button, and then the **Request a New Pay Card** button.

Complete the application process, and the routing and account numbers for the Pay Card are automatically set into QuickBooks.

Click on **Next >** until the employee set up process is complete to save the information. Click on **Finish Later** to exit Payroll Setup.

## Step 3: Start paying employees using Direct Deposit

1. Create the paychecks in QuickBooks. For each employee you want to pay by direct deposit, select the **Direct Deposit** checkbox in the **Review & Create Paychecks** window.

2. On the Confirmation and Next Steps window, click **Send Payroll to Intuit** and then enter your Direct Deposit PIN. You will receive a confirmation message indicating that you sent your payroll successfully.

3. **Print pay stubs from QuickBooks** to provide your employees with details of the paycheck that will be automatically deposited to their bank account or pay card. To avoid printing pay stubs, use Intuit's ViewMyPaycheck to provide your employees [online access to their pay stubs](#).

**You're done!**

### **Sending Direct Deposit paychecks to QuickBooks Payroll**

You must send your Direct Deposit paychecks to QuickBooks Payroll by 5:00 p.m. (Pacific time) at least two business banking days\* before the paycheck date. This allows time for the service to process your payroll information and transfer funds from your account into your employees' accounts. The debit of your bank account occurs the day before the paycheck date.

| <b>If the check date is for:</b> | <b>Send your paychecks by:</b>         | <b>Your account debits on:</b> |
|----------------------------------|----------------------------------------|--------------------------------|
| Friday                           | Wednesday at 5:00 p.m. (Pacific time)* | Thursday                       |
| Tuesday                          | Friday at 5:00 p.m. (Pacific time)*    | Monday                         |

\* Federal Reserve Bank holidays may require that you send your Direct Deposit information sooner. For example, if the check date is Tuesday and Monday is a holiday, send your paychecks by Thursday at 5:00 p.m., and the debit will occur Friday. For a complete list of Federal Reserve Bank holidays, go to

[www.payroll.com/support/holidays.html](http://www.payroll.com/support/holidays.html)

**For other questions relating to paycheck preparation, transmission, or printing pay stubs, refer to QuickBooks Help.**

### **Setting up Direct Deposit in Simple Start**

If you are using Simple Start, follow these instructions to activate and set up Direct Deposit:

1. Choose **Payroll > Go to the Payroll Center** from the Home page, and then choose **My Payroll Service > Activate Direct Deposit**.
2. Enter the two QuickBooks amounts withdrawn from your bank account and click the **Next** button. Create your Direct Deposit PIN by following the prompts.
3. To set up Direct Deposit: go the **Payroll Center**, click **Employees** and then click **View/Edit Employees**.
4. Double-click the employee you want to set up for direct deposit. In the **Edit Employee** window, click the **Change tabs** drop-down arrow and choose **Payroll and Compensation Info**.
5. Click the **Direct Deposit** button.
6. In the Direct Deposit window, select the **Use Direct Deposit for** checkbox and then select whether to deposit the paycheck into one or two accounts.
7. Enter the employee's financial institution information and then click **OK** to save the information. (If you enrolled the employee for the Intuit-branded debit card, enter the account information assigned at enrollment.)

### **Direct Deposit Security Limits**

Intuit has established security limits on the dollar amount of direct deposit payrolls that customers can process. These limits are designed for your protection as well as ours. The default security limits should not impact the majority of our customers. If you run large payrolls or regularly run large bonuses, please contact our Direct Deposit customer service department at 1-800-624-2106 for an assessment of your payroll. If required, you may be asked to complete the approval process to increase your Direct Deposit limits.

### **Paperless Pay Day with ViewMyPaycheck**

A key addition to Intuit's QuickBooks Payroll service is ViewMyPaycheck, a website where your employees can view and print their paycheck information. With this secure, online service, employees can enjoy anytime, anywhere access to their current and past pay stubs. No more printing pay stubs, stuffing envelopes, and distributing them to employees.

ViewMyPaycheck is a free service for customers who have an active subscription to Intuit QuickBooks Payroll. You must have a Basic, Enhanced, or Assisted Payroll subscription and Intuit QuickBooks 2009, 2010, or 2011.

Learn more at <http://www.viewmypaycheck.com>.

## Authorization for Direct Deposits - Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

**NOTE:** Enter your company name in the blank space above.

### Account #1

|                                         |       |
|-----------------------------------------|-------|
| Deposit (amount or %)                   | _____ |
| ACCOUNT TYPE (e.g. Checking or Savings) | _____ |
| EMPLOYEE BANK NAME                      | _____ |
| BRANCH                                  | _____ |
| CITY, STATE                             | _____ |
| ACCOUNT NUMBER                          | _____ |
| BANK ROUTING NUMBER (ABA#)              | _____ |

### Account #2

|                                         |       |
|-----------------------------------------|-------|
| Deposit (amount or %)                   | _____ |
| ACCOUNT TYPE (e.g. Checking or Savings) | _____ |
| EMPLOYEE BANK NAME                      | _____ |
| BRANCH                                  | _____ |
| CITY, STATE                             | _____ |
| ACCOUNT NUMBER                          | _____ |
| BANK ROUTING NUMBER (ABA#)              | _____ |

**This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**EMPLOYEE ID #**

\_\_\_\_\_  
**DATE**

**IMPORTANT:** Enter the employee's bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll and Compensation Info tab for each employee. This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the employer. Do not send this form to QuickBooks Direct Deposit.