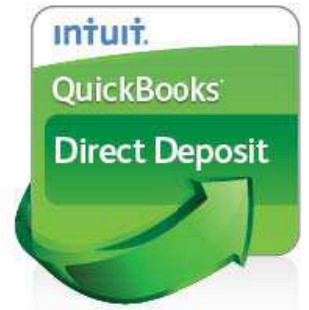# Intuit QuickBooks **Direct Deposit**
Getting Started Guide

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 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 Enter the two QuickBooks amounts withdrawn from your bank account and click the **Next** button.
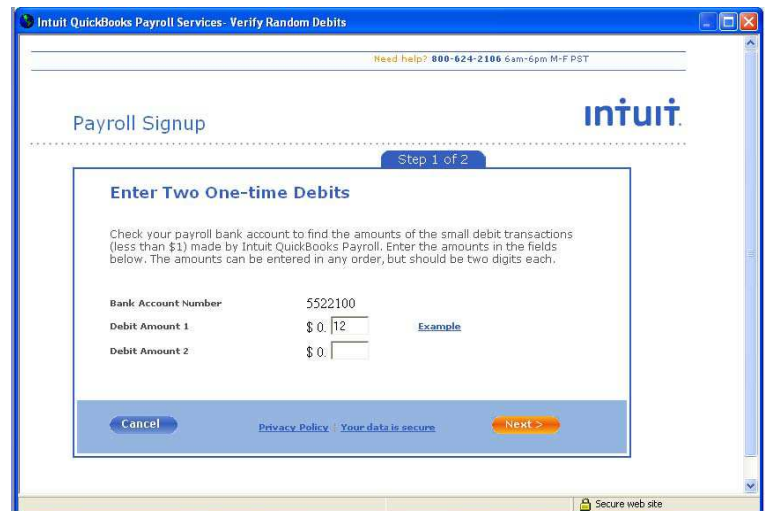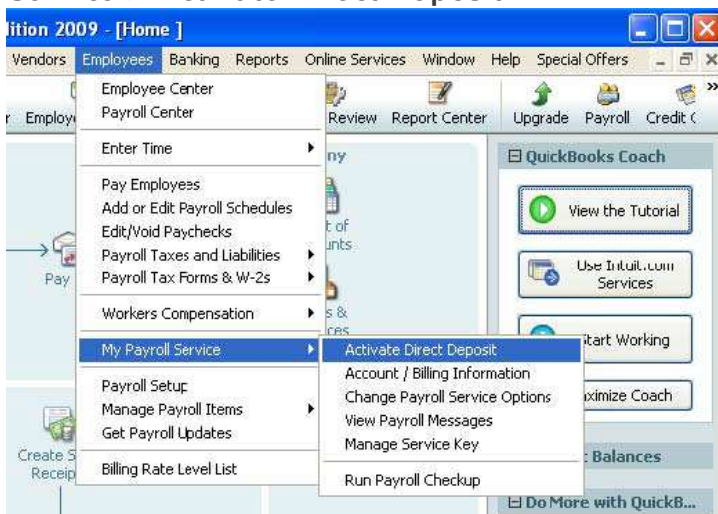

(Note that these two withdrawals are automatically refunded to your bank account several banking days after you've completed the verification and activation process.)

Step 2: Set up your employees' bank account information in QuickBooks

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.

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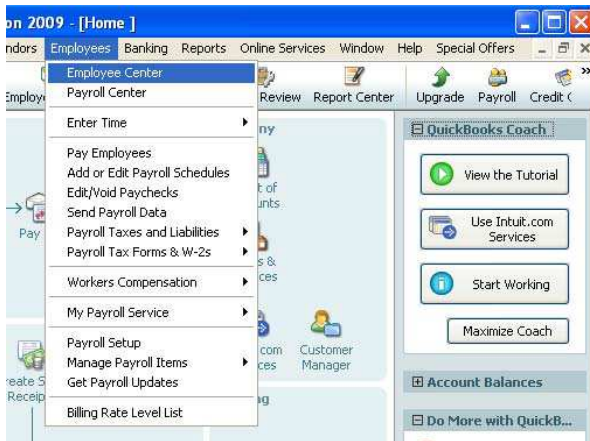
3. Select **Use Direct Deposit for** checkbox and then select whether to deposit the paycheck into one or two accounts. Enter the employee's financial institution information and then click **OK** to save the information.
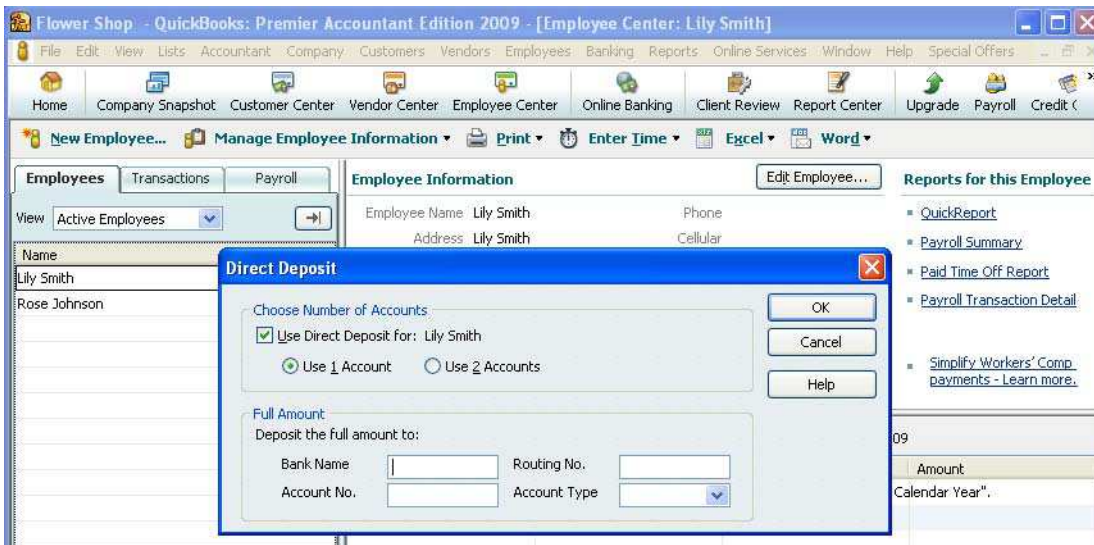

Step 3: Start paying employees using Direct Deposit
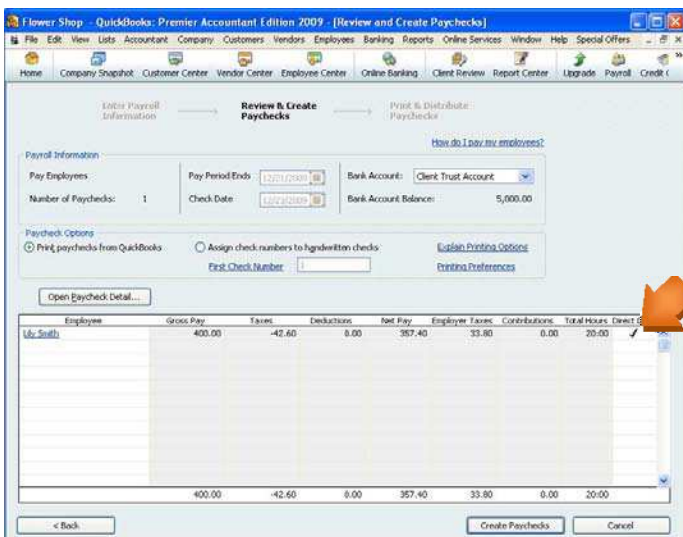
1. Create the paychecks in QuickBooks. For each employee you want to pay by direct deposit, select the **Direct Deposit checkbox** in the **Review & Create Paychecks** window.

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.
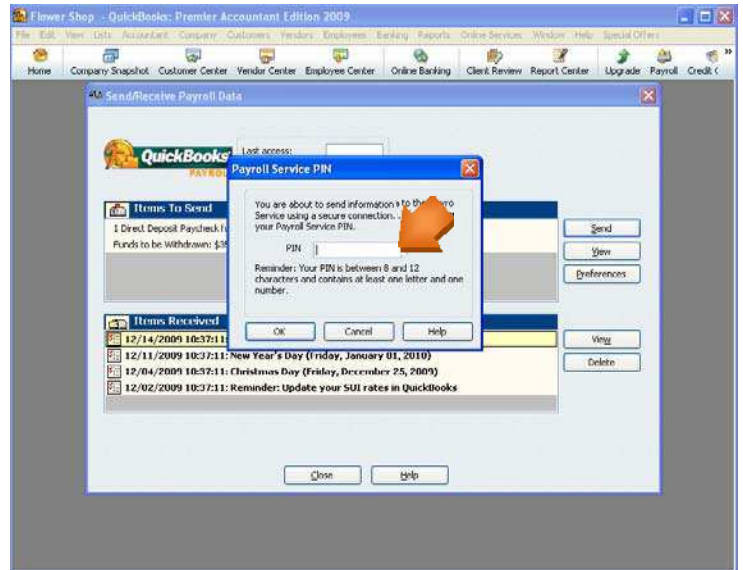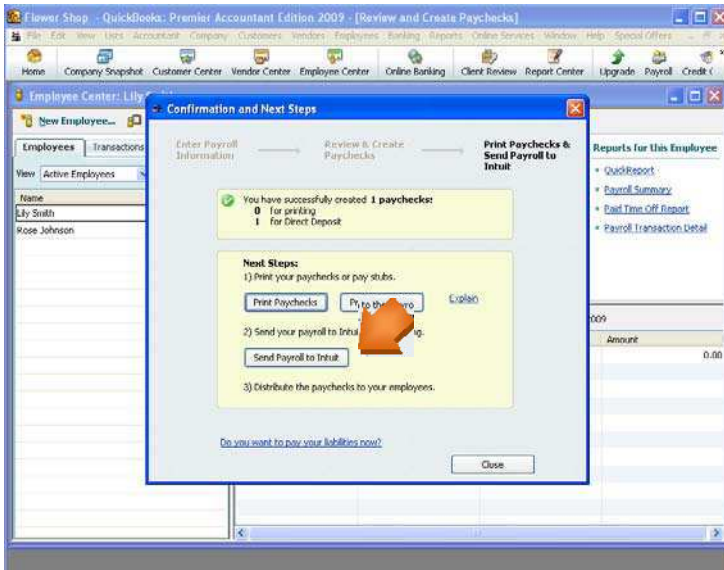
3. **Print pay stubs from QuickBooks** to provide your employees with details of the paycheck that will be automatically deposited to their bank account. Refer to online Help for details about printing a Direct Deposit paycheck in your version of QuickBooks.

You're done!

Appendix

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.

If the check date is for:	Send your paychecks by:	Your account debits on:
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 payroll.intuit.com/support/kb/2000087.html.

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

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.