# Intuit QuickBooks Direct Deposit for Vendors

## Getting Started Guide

Thank you for signing up for Direct Deposit to pay 1099 vendors! Now that you've signed up, read this guide to learn how to activate and use Direct Deposit to pay your vendors.

### Next Steps:

- 1. Activate Direct Deposit for paying vendors
- 2. Set up a 1099 vendor to receive direct deposit payments
- 3. Pay a 1099 vendor by direct deposit

#### Step 1: Activate Direct Deposit for paying vendors

Once you have Direct Deposit activated to pay employees, you can activate it for paying 1099 vendors.

Follow these steps to activate Direct Deposit for vendors:

1. From the Employees menu, choose My Payroll Service > Account/ Billing Information



2. In the **Direct Deposit** section in the lower right of the Account Maintenance window, click **Activate** next to **1099 Vendors**.

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Using Direct Depi	osit to pays	
Employees	Active	
1099 Vendors:	Inactive	Activate
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Payroll System ID1	100002043	
Direct Deposit PIN1	Active	Edit
Payroll Activity:	View	

3. Provide your Direct Deposit PIN (same PIN you use to pay employees with Direct Deposit)



#### Step 2: Set up a 1099 vendor to receive direct deposit payments

Before you can pay 1099 vendors by direct deposit, you need to notify them and collect their bank account information. You can use the sample form at the bottom of this document.

Then follow these steps to update the vendor's information in QuickBooks:

1. From the Vendors menu, click Vendor Center, and select the 1099 vendor.

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Vendo	r Center			
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Print 1099s/1096				
Item List				

2. Click Set Up Direct Deposit in the Vendor Information section

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3. Select the **Use Direct Deposit for** checkbox. This serves as a preference setting; whenever you pay this vendor, QuickBooks assumes that you want to pay by direct deposit. Then enter the **vendor's** bank account information and click **OK**.

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Bank Name	<u> </u>		
	Routing No.		Help
Account No.	Account Type	×	a disa di

#### Step 3: Pay a 1099 vendor by Direct Deposit

You use Write Checks to pay a vendor by direct deposit. The vendor must be set up to receive direct deposits as described above.

Follow these steps to pay a vendor by Direct Deposit:

1. From the **Banking** menu, click **Write Checks**. (You must have Checking permissions to write checks.)

Banking	Reports	Online Services	Winc			
Write Checks						
Order	Checks &	Envelopes	•			
Enter	Credit Car	d Charges				
Use R	egister	Ctrl+F	٤			
Make	Deposits					
Transf	er Funds					
Recon	Reconcile					
Online	Online Banking					
Loan f	Loan Manager					
Other	Other Names List					

2. Click the drop-down arrow on the **Pay to the Order of** line, and select a vendor who is set up to receive direct deposit payments and then click **Save & Close** or **Save & Next**. \*Direct Deposit checks must be sent to the Direct Deposit service by 5:00pm PST at least two banking days before check date.

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3. You will then see a confirmation screen and you must click **Send to Intuit** for processing. Then in the Send/Receive Data window, click **Send** to send payment transactions.

## You're Done!

#### Authorization for Direct Deposits - Vendor Form

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

Account Deposit (amount or %)	·
ACCOUNT TYPE (e.g. Checking or Savings)	
VENDOR BANK NAME	
BRANCH	
CITY, STATE	
ACCOUNT NUMBER	
BANK ROUTING NUMBER (ABA#)	