

Direct Deposit Instructions

Employee Instructions:

Return to your employer one of each “Kotapay Authorization for Debit and Credit Electronic Funds Transfers” and Verification of Account

1. “Kotapay Authorization for Debit and Credit Electronic Funds Transfers”
 - a. Form is included with rest of your new hire paperwork
 - b. Locate online at <https://www.payrollsolutionsny.com/client-support/employee-forms/>
 - c. Fill out correctly. Your Employer’s name and address goes on top, & your information on the bottom
2. Verification of Account
 - a. Account numbers must be typed (no handwritten verification accepted)
 - b. Chose one of the follow for verification. If you list two accounts on the Kotapay form, you must provide verification for both accounts.
 - i. Copy of a voided check (checking only)
 - ii. “Request for Direct Deposit” from your Financial Institution* (savings &/or checking)
 - iii. Screen shot with your name, bank name, account type, routing number, & account number (savings &/or checking)

*The “Request for Direct Deposit” must be from the financial institution that contains your account. It can usually be requested from the customer service department. The following information must be included, Bank Name, Routing number, Account number, & Type of Account (Checking or Savings)

Employer Instructions:

Send both the signed Kotapay Authorization & Verification of Account to Payroll Solutions & Services.

You have two options for sending;

- Online via “Secure Send”
 - <https://payrollsolutionsny.myfileguardian.com/PostOffice/SendFiles.aspx>
- Fax: 716-288-7850

Please keep the originals for your records.

Employees may not call or send forms to Payroll Solutions without official Authorization submitted from the employer to Payroll Solutions & Services, Inc.

