



Direct Deposit via ACH Implementation Checklist

The checklist below will help you seamlessly plan, implement, and execute your Direct Deposit via ACH plan. Visit www.electronicpayments.org to learn more, or contact your financial institution or payroll provider.

Internal Planning and Communication

- Engage senior staff, managers, and influencers to solicit support.
- Develop a Direct Deposit via ACH authorization form, using the sample authorization form on electronicpayments.org as a guide.
- Recommend that your company offers split deposits to encourage employees to build savings automatically with Direct Deposit via ACH.
- Designate internal Direct Deposit via ACH contact personnel.
- Decide cut-off date for initial sign-ups and timing for subsequent sign-ups.
- Create promotional materials, i.e., memos, letters, website/Intranet site messages, or brochures to announce the program.
- Announce senior staff commitment and enrollment.

External Promotion and Customer Education

- Meet with employees, retirees, and shareholders, to explain Direct Deposit via ACH. Distribute promotional materials and authorization forms, which are available on electronicpayments.org. Invite your financial institution or payroll provider to take part in the meeting and plan the agenda.
- Promote Direct Deposit via ACH in company materials, including newsletters, memos, Intranet sites, bulletin boards, and other communications channels.
- Encourage new hires to sign-up at employment and retirees to sign-up at retirement.
- Include Direct Deposit via ACH statement stuffers with paychecks.

Processing Procedures

- Work with your financial institution or payroll provider to implement and test its secure service for initiating Direct Deposit via ACH payment instructions, and review all appropriate sound business practices.



- ❑ Work with your financial institution or payroll provider to implement electronic or paper-based options for reporting gross, deduction, and net amount details to employees.
- ❑ Compare your annual payroll schedule with your financial institution or payroll provider's processing schedule. Adjust as necessary for bank holidays and non-processing days.
- ❑ Collect employee authorization forms and load employee account number and institution routing transit number information into the secure service software.
- ❑ Initiate test transactions (pre-notifications) through the secure service to ensure that the information is properly set up, and promptly correct any errors that your financial institution or payroll provider reports to you.
- ❑ Create live Direct Deposit via ACH payment instructions, and send the file to your financial institution or payroll provider in conformance with its processing schedule.
- ❑ First Direct Deposit via ACH transactions processed electronically.
- ❑ Funds are debited from your account and credited to employees' accounts on payday.