

# Direct Deposit Form

1. Direct Deposit – Paystubs will not be mailed to you. You can log into our payroll website <https://eservices.paychex.com/secure>, to access your paystubs and W-2's. There is no waiting period, your first paycheck will be deposited. If you do not have a checking account you can enroll in The Skylight PayOptions, which gives you access to your money wherever you are. \*See Traci for enrollment form\*

Payday will be on the 1<sup>st</sup> and the 16<sup>th</sup> of each month unless it falls on a weekend or Holiday, then it will be on the next business day. The paycheck on the 1st will include hours that were worked from the 10th to the 24th of each month, the paycheck on the 16th will include hours worked from the 25th to the 9th of each month.

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Yes, I wish to have my paycheck direct deposited into my personal bank account. A voided check or deposit form from your bank is needed, if you wish to have your money deposited in your checking or savings account.

I wish to enroll in The Skylight PayOptions. Enrollment form needs to be filled out and given to Traci, you will then receive a paycard with instructions on how to activate your card.

I understand that whatever method I choose to get paid, I will provide the appropriate information or enrollment forms to HomeWatch Caregivers office as soon as possible so there won't be a delay on my paycheck.

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Signature

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Printed Name

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Date

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Bank Name  
on

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Routing number - usually first #  
bottom of check on

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Account number - usually second  
bottom of check

Do not include Check # (usually a 4 or 5 digit number that matches the upper right check number)

Revised 09 February 2017