

QuickBooks Direct Deposit



What is the Signup Process?

QuickBooks 2007/2008 Users


- Click the Employees Menu
- Choose My Payroll Service
- Choose Activate Direct Deposit*
- Follow the on-screen instructions to sign up

QuickBooks 2006 Users

- Click the Employees Menu
- Choose Payroll Service Activities
- Choose Activate Direct Deposit*
- Follow the on-screen instructions to sign up

If you haven't subscribed to QuickBooks Payroll yet, you can activate Direct Deposit in QuickBooks 2006-2008 at the same time you sign up for QuickBooks Payroll. Or call us to have a payroll specialist sign you up.

* The Activate Direct Deposit menu item will only be available to QuickBooks 2006, 2007, and 2008 customers after you have subscribed to Basic, Standard or Enhanced Payroll. If you have not yet signed up for Payroll or are on Disk Delivery, you will not see this menu item.



Direct Deposit

What Happens After Sign Up?

Direct Deposit Activation

- For security purposes, Intuit creates 2 small debit transactions (less than \$1 each) to the bank account you setup for Direct Deposit. By confirming the amounts of these debits, you verify you are an authorized user of this account.
- Once your account is verified and you have set up your employees' bank account information in QuickBooks, you are ready to start paying employees using Direct Deposit.

Reminders

- You must transmit payroll information to us by 5:00 P.M. Pacific time at least two business banking days before the check date (you can send us your payroll information up to 45 days in advance).
- Direct Deposit requires Internet access. Your QuickBooks software and Direct Deposit provide a protected Internet connection that guards against unauthorized access to your payroll data while it's being transmitted.

