

Direct Deposit Correction

To:

Attn:

From: **Pay-Net**
email: operations@pay-net.net
phone: 858-268-1000
fax: 858-268-4515

Subject: Direct Deposit Notification **ACTION REQUIRED**

We received the following notice of direct deposit correction:

Employee Number: Employee Name:

Correction Code:

Action required:

Note:

Other:

Type of Correction/Return:

Next Step:

For details about the direct deposit correction/return, please click the appropriate button for the indicated form above.

If changes other than those indicated on this form need to be made, or if you have any questions, please contact our Operations Manager, Melissa Jones, at 858-268-1000 or by email at mjones@pay-net.net

Direct Deposit Correction **FORM A**

Notice of Change or Correction:

Incorrect Routing Number:

Correct Routing Number:

Incorrect Account Number:

Checking (22)

Savings (32)

Correct Account Number:

***The above changes have not yet been made. Please make the changes in your system.
Be sure to have your employee confirm the information with their bank.***

Please Note: The bank accepted the direct deposit amount into this account.
However, account changes should be made prior to the next payroll to
ensure funds are properly transferred.

***If changes other than those indicated on this form need to be made, or if you have any questions, please
contact our Operations Manager, Melissa Jones, at 858-268-1000 or by email at mjones@pay-net.net***

*Direct Deposit Return with Amount **FORM B***

Notice of Return:

Routing Number:

Account Number:

Amount of Check Issued:

Total Amount of Return:

***Important Notes:** This money was returned to your account.
You must write your employee a live check for the total amount of the return.
Please let us know if you need Pay-Net to issue the live check.*

No changes have been made in the system.
Please have your employee confirm the correct information with their bank, and then make the appropriate changes in your system.

If changes other than those indicated on this form need to be made, or if you have any questions, please contact our Operations Manager, Melissa Jones, at 858-268-1000 or by email at mjones@pay-net.net

*Direct Deposit Return, Pre-Note **FORM C***

Notice of Pre-Note Return:

Routing Number:

Account Number:

Important Notes: *No changes have been made in the system.*

*Please have your employee confirm the correct information with their bank,
and then make the changes in your system.*

This correction was generated by the pre-note test for direct deposit.

The employee should have still received a regular paycheck.

However, *account changes MUST be made prior to the next payroll* to ensure funds are transferred and the employee is paid properly.

If changes other than those indicated on this form need to be made, or if you have any questions, please contact our Operations Manager, Melissa Jones, at 858-268-1000 or by email at mjones@pay-net.net