

# Direct Deposit

All or any part of an employee's check may be deposited into one or more accounts at any bank or financial institution accepting Automated Clearing House transactions.

Payroll must be submitted to X-Act by 11am in order to start the direct deposit process. Direct Deposit requires cleared funds. Once the payroll has been processed and transmitted, the provider will verify and process the funds. Then the transfer will complete, by sending it to the employee's account.

On your bank statement you may now see your direct deposit debit as "NATPAY" – "NP" – or – "Payroll by X-Act"

The cost for this service is \$13.25 per payroll run plus \$0.35 per ACH transaction.

Please refer to our website for banking holidays. We are unable to move funds on holidays where banks are closed. Please make arrangements to make sure payroll is on time.

If you have any questions, or would like to begin automatic deposits, please call us at (408) 245-4787. We will be happy to supply you additional information and authorization forms.

## Payroll by X-Act Computer Service Inc.

