

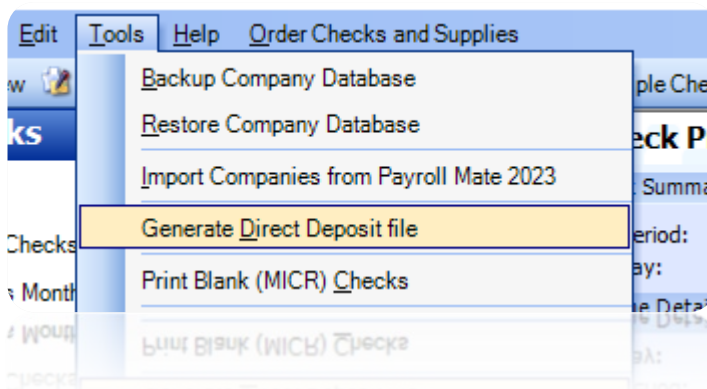
## HOW CAN I EVALUATE THE DIRECT DEPOSIT FEATURE?

Question

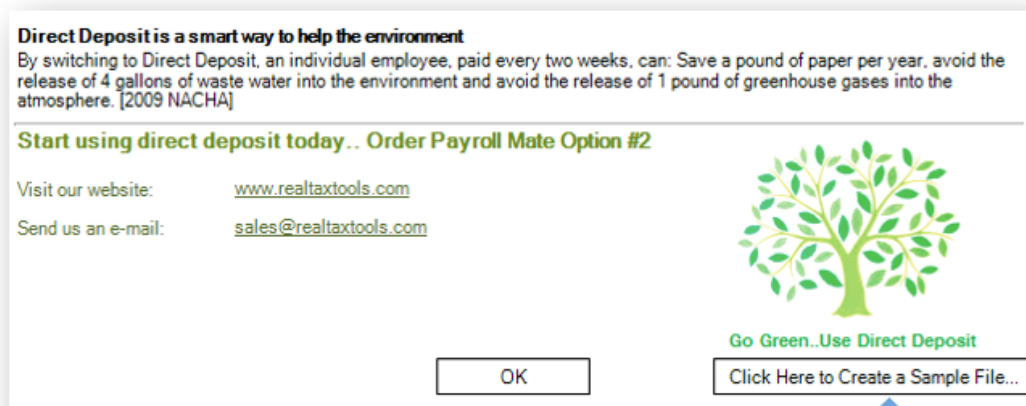
PLEASE FOLLOW THE STEPS BELOW TO EVALUATE THE DIRECT DEPOSIT FEATURE INSIDE PAYROLL MATE:

Answer

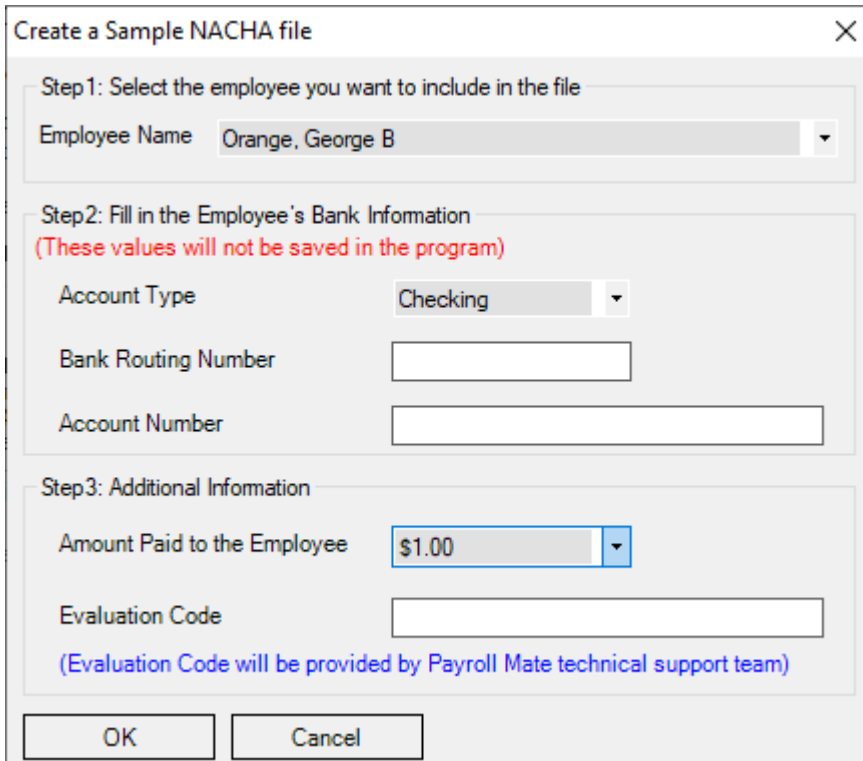
***Step 1:*** Select “Tools > Generate Direct Deposit File” from the top menu inside Payroll Mate.



***Step 2:*** In the dialog that pops up, click the button “Click Here to Create a Sample File”.



**Step 3:** In the next screen, select the employee you want to pay, the employee's banking information, how much you want to pay the employee and evaluation code for the direct deposit feature.



Create a Sample NACHA file

Step 1: Select the employee you want to include in the file

Employee Name Orange, George B

Step 2: Fill in the Employee's Bank Information  
(These values will not be saved in the program)

Account Type Checking

Bank Routing Number

Account Number

Step 3: Additional Information

Amount Paid to the Employee \$1.00

Evaluation Code

(Evaluation Code will be provided by Payroll Mate technical support team)

OK Cancel

Note # 1: In the evaluation of the direct deposit feature you can pay the employee up to \$5 only and you can pay one employee only.

Note # 2: Please contact our team at [sales@realtaxtools.com](mailto:sales@realtaxtools.com) to get the "Evaluation Code" for the direct deposit feature.

**Step 4:** Complete the Company Banking Information.

Please be advised that prior to completing the fields in the "Company Banking Information" section, it is essential to contact the bank responsible for processing the Direct Deposit file. The bank will provide the necessary information to accurately fill out these fields. Below, we have included some notes regarding "Company Banking Information." Please note that these notes are for reference only and should not be considered an official definition of how each field should be completed, as the bank determines the specific information required for the Direct Deposit file.

1. **Originating Bank Routing Number:** This could be the transit routing number of the company's bank. Payroll Mate accepts only valid routing numbers. A transit routing number, often referred to as a routing transit number (RTN) or ABA routing number, is a nine-digit numerical code used to identify a specific bank or financial institution in the United States.
2. **Origin Name:** This field could be filled with the company's name.
3. **Immediate Origin:** This field's value is used to identify your company. Your bank might for example choose to use your IRS Federal Identification Number or even create a unique number for you.
4. **Company Identification:** Payroll Mate uses this field's value to fill in "Company Identification" field in the Direct Deposit file which appears on Field 5 in the "Batch Header Record" and Field 7 in the "Batch Control Record".

Whether this field's value is the same as a company's Federal EIN, or it is set to any different value, is a matter decided by the bank processing the Direct Deposit file.

5. **Company Entry Description:** This field's value is used to describe the purpose of the bank transaction; this description might be printed on the employee's bank statement. Payroll Mate fills this field with the default value of "PAYROLL" and gives you the option to change it as necessary after consulting your bank.
6. **Destination Bank Routing Number (routing number of bank that will be processing this direct deposit file):** This value should be provided by your bank. Payroll Mate accepts only valid routing numbers.

*In general, "Destination Bank Routing Number" and the "Destination Name" are used when your (usually small) bank passes the file off to another larger bank to process. So, if your bank does the processing of direct deposit files itself then they will be the same as your own bank (the company's bank). Please still try to verify this info with your bank since some banks might treat these fields differently.*

7. **Destination Name (bank that will be processing this direct deposit file):** This could be the name of the company's bank.

**Step 5: Enter the output direct deposit file name and path (folder where you want the file saved).**

Company Bank Account Type: Checking

Company Bank Account Number:

Company Bank Routing Number:

Output File Options

File Creation Date: October 24, 2024

File ID Modifier: A

File Path: C:\Payroll Mate ACH



***Step 6:*** Review all info, click the OK button and then upload the resulting file to your bank.

Output File Options

File Creation Date: October 24, 2024

File ID Modifier: A

File Path: C:\Payroll Mate ACH

