



PaperTrails

## Help us Reduce Direct Deposit Fraud!

Direct deposit scams and fraud are on the rise! We all must do our part to ensure that employee direct deposits are not sent to scammers. Fraudsters are using publicly available information like social media to target employers, HR staff and employees in attempt to steal their direct deposits.

### **Steps you can take to Decrease Direct Deposit Fraud:**

- Encourage employees to log into myhrstuff.com employee self service to update their direct deposit information themselves. This is a secure website with multi-factor authentication to ensure that employees really are who they say they are and eliminates the middle man when employees are updating their account information.
- Do not accept employees direct deposit changes from employees via email! It is easy for spoofer to create a fake gmail account for example and pretend to be the employee. Always verify with the employee in person or by phone that they actually want to change their direct deposit information and that the information being submitted to payroll is accurate.
- Require a voided check or letter from the employees' bank to verify that routing and account information is correct. Direct deposit funds sent to the incorrect account cannot always be recovered if they are sent to the incorrect account.
- If you are accepting paper forms like the attached from employees to make changes to their direct deposit, enter the direct deposit into isolved yourself as the administrator rather than sending it via email to our team. This will reduce the risk of further email interception of private employee data.
- If employees are using a pay card to receive their direct deposit, always triple check that it is the employee submitting the change and that the account information is correct. Pay cards are notorious for fraud and funds can almost never be recovered if sent to the incorrect account.

### **Steps the Paper Trails team takes to Decrease Direct Deposit Fraud:**

- When direct deposit changes are made, both the employee and employer will receive an email noting the change in direct deposit. If the change was not authorized, please contact your payroll processor immediately to review the change.
- We have training videos and documentation to assist employees and employers in changing direct deposit information securely in isolved. The use of multi-factor authentication in this system proves to be the most secure method of updating direct deposit information.
- We do not accept direct deposit changes directly from employees. Instead, all direct deposit changes must be sent through our client contact and must be signed by the contact indicating that the client has reviewed and approve the change request with the employee prior to submission. Unsigned direct deposit forms are not accepted or processed.

If you or your employees have questions about how to better prevent direct deposit fraud, please contact any member of our team!

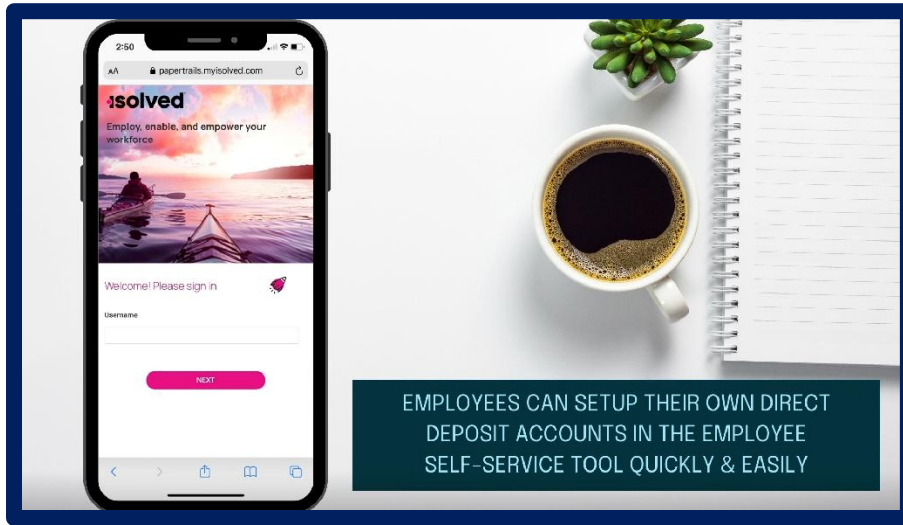


PaperTrails

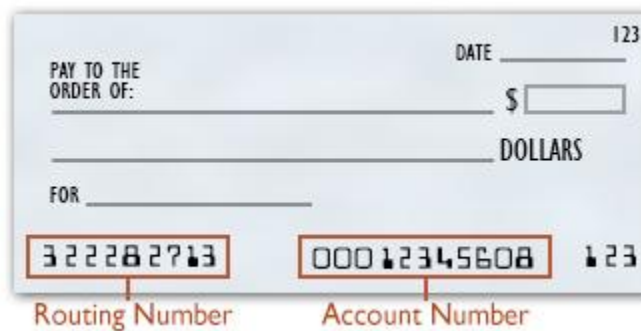
## How to Change your Direct Deposit Information in myhrstuff.com

Employees have full access to manage and update their direct deposit information through employee self service at [www.myhrstuff.com](http://www.myhrstuff.com). It's secure, easy and convenient.

[A full video of how to change your direct deposit information can be found at papertrails.com/help.](http://papertrails.com/help)



First, gather a blank check or ask your financial institution for a letter with your bank routing number and account number. **Routing and account information entered incorrectly may delay delivery of your payroll and a return fee of up to \$50 per occurrence.** The routing and account number can be found on your check as detailed below:





# Employee Direct Deposit Agreement

**PaperTrails**

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

You may have all or part of your paycheck deposited directly to your bank account. Please select one of the following options to indicate the portion of your total paycheck you want deposited.

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Name: _____  Bank Routing Number: _____ Bank Account Number: _____  Deposit Amount:    _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Name: _____  Bank Routing Number: _____ Bank Account Number: _____  Deposit Amount:    _____% OR \$_____ (flat amount) OR <input type="checkbox"/> Remaining

**We strongly recommend you include a voided check from the above accounts to verify that the information that you've provided is correct. Failure to provide a voided check may cause delay in delivery of your payroll and a return fee of up to \$50 per occurrence.**

I hereby authorize Paper Trails to initiate credit or debit entries to my account with the Financial Institution indicated above. This authority is to remain in full force and effect until Paper Trails has received written notification from me of its termination in such time and in such manner as to afford Paper Trails and the financial institution a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Required: Review & Authorization by Company Representative

As a representative of the above-named company, you acknowledge that you have verified in person or by voice contact with above-named employee their intent to change their direct deposit account numbers. Please do not accept direct deposit account changes via email. These steps are imperative to prevent fraudulent direct deposit account changes. Please give special attention to direct deposit requests paid to Pay Cards as these are riddled with fraudulent activity. By signing below, you release Paper Trails, Inc from any liability associated with fraudulent direct deposit processing related to this change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_