

Intuit QuickBooks Direct Deposit for Vendors

Getting Started Guide

Thank you for signing up for Direct Deposit to pay 1099 vendors! Now that you've signed up, read this guide to learn how to activate and use Direct Deposit to pay your vendors.

Next Steps:

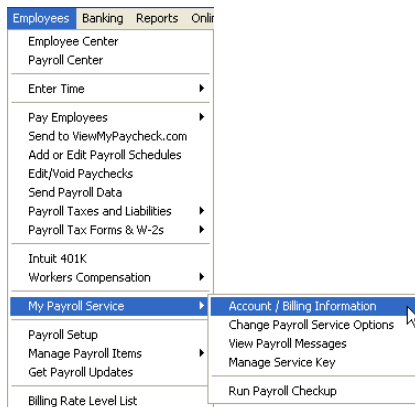
1. Activate Direct Deposit for paying vendors
2. Set up a 1099 vendor to receive direct deposit payments
3. Pay a 1099 vendor by direct deposit

Step 1: Activate Direct Deposit for paying vendors

Once you have Direct Deposit activated to pay employees, you can activate it for paying 1099 vendors.

Follow these steps to activate Direct Deposit for vendors:

1. From the **Employees** menu, choose **My Payroll Service > Account/Billing Information**



2. In the **Direct Deposit** section in the lower right of the Account Maintenance window, click **Activate** next to **1099 Vendors**.



3. Provide your Direct Deposit PIN (same PIN you use to pay employees with Direct Deposit)

Pay 1099 vendors with Direct Deposit

Now you can use Direct Deposit to pay your 1099 vendors. Pay just **\$1.05** per payment - no minimum, monthly, or setup fees.

To begin using Direct Deposit for your 1099 vendors, enter the Direct Deposit PIN you currently use to pay your employees so we can verify your account.

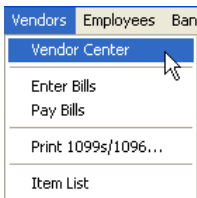
Direct Deposit PIN:

Step 2: Set up a 1099 vendor to receive direct deposit payments

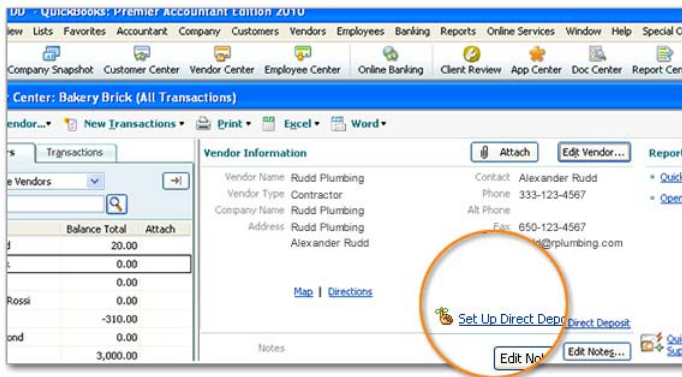
Before you can pay 1099 vendors by direct deposit, you need to notify them and collect their bank account information. You can use the sample form at the bottom of this document.

Then follow these steps to update the vendor's information in QuickBooks:

1. From the **Vendors** menu, click **Vendor Center**, and select the 1099 vendor.



2. Click **Set Up Direct Deposit** in the Vendor Information section



3. Select the **Use Direct Deposit for** checkbox. This serves as a preference setting; whenever you pay this vendor, QuickBooks assumes that you want to pay by direct deposit. Then enter the **vendor's** bank account information and click **OK**.

Direct Deposit

Use Direct Deposit for: Vendor Three

Bank Account Info

Bank Name Routing No.
Account No. Account Type

Send confirmation of direct deposits to: <email address not specified>
[How do I specify a different email address?](#)

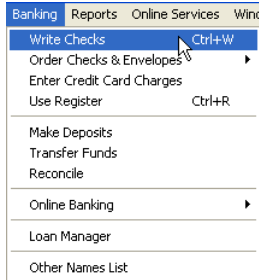
By clicking OK, I certify that deposits will not be routed ultimately to a foreign bank account.

Step 3: Pay a 1099 vendor by Direct Deposit

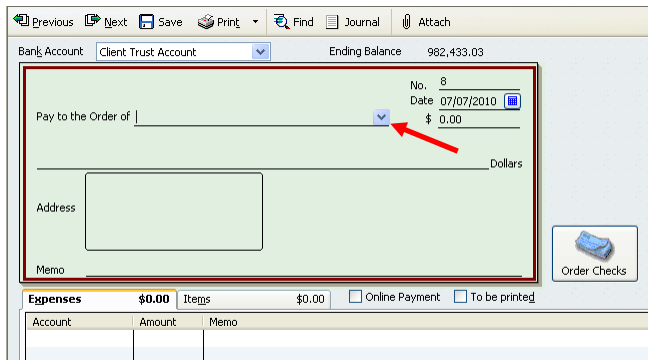
You use Write Checks to pay a vendor by direct deposit. The vendor must be set up to receive direct deposits as described above.

Follow these steps to pay a vendor by Direct Deposit:

1. From the **Banking** menu, click **Write Checks**. (You must have Checking permissions to write checks.)



2. Click the drop-down arrow on the **Pay to the Order of** line, and select a vendor who is set up to receive direct deposit payments and then click **Save & Close** or **Save & Next**. **Direct Deposit checks must be sent to the Direct Deposit service by 5:00pm PST at least two banking days before check date.*



3. You will then see a confirmation screen and you must click **Send to Intuit** for processing. Then in the Send/Receive Data window, click **Send** to send payment transactions.

You're Done!

Authorization for Direct Deposits - Vendor Form

This authorizes _____ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

NOTE: Enter your company name in the blank space above.

Account Deposit (amount or %)	_____
ACCOUNT TYPE (e.g. Checking or Savings)	_____ _____
VENDOR BANK NAME	_____ _____
BRANCH	_____ _____
CITY, STATE	_____ _____
ACCOUNT NUMBER	_____ _____
BANK ROUTING NUMBER (ABA#)	_____ _____