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## Spending Account Bank Verification

Paylocity Flex Services introduced a verification of consumer bank accounts, effective March 19, 2022, in compliance with the National Automated Clearing House Association (NACHA) regulations. This verification is for all newly added bank accounts to be used for Spending Accounts. Spending Accounts requires employee(s) to activate a personal bank account by verifying an auto-generated micro-deposit. The micro-deposit is a common method used to validate the consumer's bank account routing number and verify that the account is in good standing.

Employees must accept all terms and conditions of Health Savings Accounts before adding bank accounts for direct deposit.

### Your Spending Accounts

**Health Savings Account**  
**\$0.00**

Overview      Transactions      Statements / Tax Forms

#### Balances and Contributions

 **Online claim filing is unavailable until Terms and Conditions are accepted.**

If you have not already done so, please view and accept the HSA terms and conditions. Once accepted, there may be a delay before having full access to your account.

For assistance, please [contact us](#).

[View Terms and Conditions](#)

Bank Accounts will be available for verification once an employee is enrolled in a benefit and holds on accounts have been resolved. Once the bank account is available in Spending Accounts, a notification is sent out to the employee to verify the bank account. The employee will receive a check for all claim reimbursements until the

bank account has been verified.

**Your Spending Accounts**

FSA 21  
**\$1,301.34**

Overview Transactions Election Details Statements

**Balances and Contributions**

**Verification of Bank Account Needed for Direct Deposit**  
Your default bank account is not verified. If you file a claim before completing the verification process, you will receive a check for your reimbursement.

[View Bank Accounts](#)

#### To Verify a Bank Account

1. Navigate to Spending Accounts from the Paylocity Self Service Portal.
  - Add a bank account, if an account is not already available.
  - Bank account information enter into payroll will also be available in Spending Accounts.
2. Navigate to Spending Account Settings, then Banking/Cards.
3. Select Verify under Actions to verify the pending status on the preferred bank account(s).
  - More than one bank account may be available. Choose the bank account display default.

#### Bank Accounts

[Add Bank Account](#)

Bank	Account Number	Account Type	Default	Status	Actions
	*** 7512	Checking	Default	Pending	Verify
	*** 8955	Checking		Pending	Verify

4. Enter the verification amount deposited into the bank account from the Verify Account window that opens.
  - This amount may range from \$0.01 to \$0.99.
  - The employee is allowed 2 attempts before the bank account is locked.
  - The employee has 60 days to verify the bank account before the bank account is locked. A bank verification notification reminder will be sent to employee weekly.
5. Select Verify Bank Account.
  - The bank account status will change to Active once the bank account is verified.
  - Employee is allowed 2 attempts before the bank account will be locked for use with the Spending Accounts plan(s).
  - Once the account is Locked the employee will need to Retry which will start the micro-deposit process again.

# Verify Account

Close

To activate this bank account you must verify the amount of the micro-deposit that was deposited to the account. You are allowed 2 attempts before the bank account will be locked for use with your Spending Accounts plan(s).

Bank Name

Routing Number

Account Number

Amount (required)

Amount must be greater than \$0.00

Verify Bank Account

### Important Information:

- Bank account information will still flow from payroll for integrated clients.
- A Paylocity administrator can enter the amount for the employee(s) the amount deposited into the account in the WEX administrator portal to verify the bank account, and the employee will receive the following notification:

Message Center Details

Message Details

**Spending Account Bank Account Verification**

Date	03/23/2022 - 5:07 AM (CST)	Category	Spending Accounts
Further action is required to activate your bank account to be used for your Spending Accounts. A deposit will be made to your account in the next 3-5 business days. Upon confirmation of the deposited amount, the account will become active and available for use. Please confirm the deposited amount by going to <a href="#">Bank Verification</a> and clicking Verify.			

Print    Keep as Unread    Return

- Micro-deposit will appear in the employee's bank account within 3 to 5 business days.
- 1. Add a bank accounts if an account is not already available.
  - Bank account information enter into payroll will also be available in Spending Accounts.

### Bank Account Verification Failed

If a bank account failed the verification process due to below conditions. The employee's bank account(s) will be locked.

- Failed to verify bank account within the 60 days window.
- Exceeded 2 attempts to verify a bank account.

Employee will be require to use **Retry** to restart the micro-deposit process again in order to remove the locked on the bank account.

1. Select the **Retry** button on the Verify Account window to re-enter bank account information.

## Verify Account Close

**The value entered does not match the deposited amount and you have exceeded your attempts for verification. If this bank account is needed for your Spending Account plan(s), please click Retry to restart the micro-deposit process for this account which could take 1 - 3 business days.**

To activate this bank account you must verify the amount of the micro-deposit that was deposited to the account. You are allowed 2 attempts before the bank account will be locked for use with your Spending Accounts plan(s).

**Bank Name**

**Routing Number**  025

**Account Number**  \*\*\* 2223

**Retry**

2. Select **Retry** under **Actions** re-enter the bank information in the Retry Account window that opens on the right.

**Retry Account** Close

Further action is required to activate this bank account to be in use with your Spending Account plan(s). Please click the Retry button to initiate a new micro-deposit within the next 1-3 business days. Please return after the micro-deposits have occurred and verify the deposited amount for the bank account to be activated to use with your Spending Account plan(s).

**Bank Name** Bank of America

**Routing Number** 123452394

**Account Number** \*\*\* 4395

**Retry**

**Status**

- Locked
- Pending
- Processing
- Active
- Active
- Active

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/30860000001000/content-version/PCTY-111293/PCTY-807910/Spending-Account-Bank-Verification>