

PCSRA has made some payroll processing improvements in 2023. We can now pay you quickly as long as you follow the following two directions.


- **DIRECT DEPOSIT!** If you're going to work in Washington State, you'll need to do something with the money. Open a simple checking or savings account with a local bank, credit union, or even an online bank. If you don't, you'll get a check but be aware: WE ONLY PROCESS CHECKS AT THE END OF EACH QUARTER! End of March, June, September, and December. If you're a minor, ask your parent/guardian to help you open an account.
- To set up Direct Deposit, you need your bank Routing Number (usually available from their website, or on the information you got when you opened the account) and your Account Number. On the PCSRA website, click on Services, then Profile, then Preferences. Enter those two pieces of information, the type of account, and click the "Direct Deposit" box. You only need to do this once. See the example of a check and where to find these numbers below. Or call your bank if you aren't sure.
- **MATCH REPORTS!** You are required to do your match reports within 48hrs of the end of your matches. If you don't have a match report in on time, it may delay your pay.


Now the good news: In 2023 we removed the two-week delay on issuing payments. If you work matches between the 1st and 15th of a month, we will issue payments within a few days of the 15th (direct deposit only).

If you have any questions, please contact the webmaster for help (webmaster@pcsra.org).

If you have a CHECKING account, the routing number and account number locations will look similar to this:

YOUR NAME _____ DATE _____
Your Address _____
City, State, Zip Code _____

PAY TO THE ORDER OF _____ \$ _____
DOLLARS 

 BANK NAME _____ AUTHORIZED SIGNATURE _____

0123456789 **0001234567890** **01234**

Routing Number **Account Number** **Check Number**