

PAYROLL DIRECT DEPOSIT AUTHORIZATION

- New to direct deposit program
- Add/change/delete existing direct deposits
- Stop all direct deposit effective: _____
(Used only for Finance-approved exceptions)

		Employee name (last, first, middle initial)			
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Effective Date		Financial institution (name, city, state)			
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Effective Date		Financial institution (name, city, state)			
Action	Priority # (e.g. 1,2,3)	Bank ID Number* (9 digits)	Account Number* (up to 17 characters)	Deposit Type	Account Type*
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Percent % _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Effective Date		Financial institution (name, city, state)			

IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM. (NOTE: DO NOT ATTACH THE DEPOSIT SLIP IF IT DOES NOT HAVE PRE-PRINTED BANK AND ACCOUNT NUMBERS.)

* Adding a new direct deposit or changing account type, bank identification number or account number requires a prenote to be sent to the bank before the add or change becomes affective. A prenote sends your account type, bank ID and account number to the bank to assure the accuracy of the numbers. Changes should be effective 5 to 15 days after the agency enters the direct deposit in the payroll system. You will receive warrants until the prenoting process is complete.

Remarks

I authorize the Department of Finance and my financial institutions indicated above to initiate electronic credit entries (direct deposit) of the amounts I designated and if necessary, debit entries and adjustments for any credit entries made in error to my accounts as I indicated above. I understand that this authorization will cause any previously authorized direct deposits to financial institutions to be discontinued.

Employee Signature	Date
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