



# INSTRUCTIONS FOR PAYROLL AND EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT APPLICATION

Fill in the appropriate boxes as described below.

## SECTION A: TO BE COMPLETED BY EMPLOYEE

### TYPE OF ACTION - Check the appropriate box

- NEW — select for new enrollment or re-enrollment after cancellation
- CHANGE — select to change type of account, financial institution or branch routing number, or depositor account number
- CANCEL — select to cancel direct deposit
- Transfer TO or FROM another Agency — select for Transfers within State government agencies

**SOCIAL SECURITY NUMBER** Enter 9 digit number.

**DATE OF BIRTH\*** Enter two digit month, two digit day, and four digit year.

**NAME** Enter full name.

**ADDRESS\*** Enter mailing address - When selecting Paycard, this is the address where the card will be mailed to.

**CITY, STATE, ZIP CODE\*** Enter your city, state, and zip code for the street address

**TELEPHONE NUMBER\*** Enter your telephone number including area code

\*REQUIRED ONLY FOR PAYCARD

## CHECK THE APPROPRIATE BOX FOR DIRECT DEPOSIT DESIGNATION

Bank Account or Paycard

## DIRECT DEPOSIT TO BANK ACCOUNT

Select type of Account – Checking or Savings

Enter name of Financial Institution

Enter telephone number of the Financial Institution

Routing Number - Your financial institution's routing number is printed on the bottom left hand portion of your personal checks (the first 9 digits). See examples 1 and 2 below.

Depositor Account Number - Your depositor account number is printed on the bottom of your personal checks following the routing number. It may be the first series of digits after the routing number followed by your check number (example 1), or it may be the series of digits which follow your check number (example 2).

NOTE: Check number is not included in the depositor account number.

Example 1

FINANCIAL INSTITUTION		CHECK NO. 4444
HOMETOWN, USA		
PAY	TO	THE ORDER OF
_____		
121456789	8765432109812	4444

↑  
Routing No.

↑  
Dep. Acct. No.

↑  
Ck. No.

Example 2

FINANCIAL INSTITUTION		CHECK NO. 4444
HOMETOWN, USA		
PAY	TO	THE ORDER OF
_____		
121456789	4444	8765432109812

↑  
Routing No.

↑  
Ck. No.

↑  
Dep. Acct. No.

Credit Unions and savings and loan associations may differ from the above examples. Please verify your depositor account number and electronic routing number with your financial institution.

Attach a voided personal check or signed bank verification to the application form. This is necessary to verify your depositor account number, electronic routing number, and financial institution. We do not accept counter or starter checks. Deposit slips are not acceptable, since it may only contain an internal routing number and not the Federal Reserve routing number necessary for direct deposit.

Forward completed form with voided personal check or signed bank verification to your personnel/payroll office.

## IF SELECTING PAYCARD

Check the appropriate box for the financial institution you have selected.

Review the Paycard Merchant information

Initial this section

## SIGN AND DATE APPLICATION

### CHANGE FINANCIAL INSTITUTION OR DEPOSITOR ACCOUNT

Direct Deposits will continue to be deposited into your designated account at your financial institution until the Office of Administration is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new Direct Deposit Application with the new information and forward to your agency personnel/payroll office. **PLEASE DO NOT CLOSE AN OLD ACCOUNT UNTIL THE FIRST PAYMENT IS DEPOSITED IN TO YOUR NEW ACCOUNT.**

### PREPAID CARDS

We do not accept debit or credit card accounts that do not provide us the legal recourse to recover payments paid in error.

SECTION B: AGENCY MUST COMPLETE IN ITS ENTIRETY.