

## Policy

If you choose to have your pay directly deposited to banks, credit unions, or investment firms, you **must** use a MAIN CHECKING account. You may also use another checking and up to two savings accounts if you desire, but only if you use a MAIN CHECKING account. Your pay may be deposited to more than one financial institution. Your pay may also be deposited to another persons account as long as you are named on that account. The MAIN CHECKING account receives the balance of your pay after all other deductions and direct deposits are made. For this reason, NET PAY is pre-printed in the amount column of the Main Checking account. You must fill in the dollar amounts to have deposits made to another checking and/or savings accounts. Filling in net pay on other checking and/or savings accounts is not valid. An exact amount must be specified for each account except Main Checking.

If your pay is less than the amounts specified, one or more of the deposits will be short. **Deposits are made in effective date order with MAIN CHECKING receiving the balance after all other deductions and direct deposits.** If the amounts you specify to another checking and/or up to two savings accounts equal or exceed your net pay, no amount is deposited to the MAIN CHECKING account.

Funds directly deposited are usually available for withdrawal on payday. However, delays sometime occur. If your deposit is delayed, contact your financial institution for an explanation. If your financial institution cannot help you, contact State Payroll. The State of Utah is not responsible for bad check charges or other costs incurred by the employee as a result of checks or withdrawals written on delayed direct deposits.

The data entry cutoff is the Friday before payday.

## Instructions

### General:

1. **Read** the policy and the instructions.
2. Enter your name (first name, last name); employee number, agency name, division and office phone number.
3. Check the action you want taken (New, Change Financial Institution, Change Account, Change \$ Amount, or Cancel).
4. Fill in the current and new amount (unless it is for Main Checking), financial institution name, phone number, and account number.
5. Verify the routing number shown on voided check(s) or other documents with each financial institution.
6. Attach the necessary voided check(s) or other document(s) showing the direct deposit routing and account numbers for your accounts.
7. Sign and date the agreement.
8. Submit the fully completed form to the State DOF Payroll Section for processing. Allow up to four weeks for direct deposit to new or changed accounts to become effective. Allow two weeks for dollar amount changes or cancellations to become effective. Verify deposits are made as expected before writing checks, transferring or otherwise withdrawing funds from the expected deposit.
9. No action is necessary on the form if no change is made to an account.

### Open New Account:

1. Check with your financial institution to determine whether or not it can receive electronically transmitted deposits.
  - \* NO, they cannot. Do NOT complete this form
  - \* YES, they can. Go to step 2.
2. Obtain from your financial institution a voided check or other document showing the direct deposit routing number and account number for your account.
3. Select the type(s) of direct deposit account(s) to open (Main Checking, Checking and/or Savings). Check the *NEW* box and enter the new amount (unless it is for Main Checking), financial institution name, phone number, and account number.
4. Verify the routing number shown on the voided check(s) or other documents with each financial institution.
5. Attach the voided check(s) or other document(s) with the correct numbers.

### Change to a New Financial Institution:

1. Follow directions for New Account, except check the *CHANGE FINANCIAL INSTITUTION* box and enter the current and new amount (unless it is for Main Checking), financial institution name, phone number, and account number.
2. Be sure to keep the account at the current financial institution open until you can verify the first deposit has been made to the new account.

### Change Account Number with the same Financial Institution:

1. Select the direct deposit account(s) to change (Main Checking, Checking and/or Savings). Check the action *CHANGE ACCOUNT* box, and enter the current and new amount (unless it is for Main Checking), financial institution name, phone number, and account number.
2. Verify the routing number shown on the voided check(s) or other documents with each financial institution.
3. Attach the voided check or other document showing the direct deposit routing number and account number for your account.

### Change \$ Amount:

1. Select the direct deposit account(s) to change (Checking and/or Savings). Check the action *CHANGE \$ AMOUNT* box, and enter the current and new amount, financial institution name, phone number, and account number.  
**\*\*NOTE\*\*:** Use this action only if you are changing the amount deposited to an existing direct deposit account. Changing an amount to zero is the same as canceling because it deletes the dollar amount and financial institution from your record.

### Cancel Account:

1. Determine the direct deposit account(s) to delete (Main Checking, Checking and/or Savings). Check the *CANCEL* box and enter the current amount (unless it is for Main Checking), financial institution name, phone number, and account number.
2. If you cancel the *MAIN CHECKING* account, **all other accounts are canceled.**
3. Canceling an account deletes the dollar amount and financial institution from your record.
4. Be sure to keep your account at the financial institution open until deposits are no longer credited to that account.