Policy

Direct deposits are the primary method of employee payment. You may designate the banks, credit unions, pre paid debit cards, or investment firms, to which your pay is directly deposited. However, you must have a 'MAIN' account. If you do not designate a 'MAIN' account, you may not designate any 'OTHER' accounts. Provided you designate a 'MAIN' account you may also designate up to three 'OTHER' accounts.

The 'MAIN' account receives the balance of your pay after all the 'OTHER' direct deposits you designate are made. For this reason, an amount cannot be specified for the 'MAIN' account. 'NET PAY' is pre-printed in the amount column of the main account as a reminder that no amount can be specified.

You must fill in the dollar amounts for any 'OTHER' checking and/or savings accounts you want to use. Do not specify 'Net Pay' or a percent for 'OTHER' account amounts. If your pay is less than the amount(s) specified, one or more of your 'OTHER' deposits will be short. Deposits are made to 'OTHER' accounts in effective date order starting with the oldest account. If the amounts you specify for your 'OTHER' account(s) equal or exceed your net pay, no amount is deposited to your 'MAIN' account.

A properly completed form received at the State Division of Finance by the payroll entry cut-off date before payday is normally effective on payday. **Deposits to an account will be stopped automatically when a new account is set up to replace a 'Current' account.**

You must verify that deposits are made or stopped as anticipated. Verification should be done before writing checks, or otherwise withdrawing funds from the expected deposit. **The State of Utah is not responsible for bad check charges or other costs you incur as a result of deposits not made when expected.** If you cancel or replace a direct deposit account, verify that deposits are no longer being sent to that account before you close the account at the financial institution. **Deposits sent to a 'Closed' account will be paid to you after the financial institution refunds the deposit to the State Division of Finance.**

Instructions

General:
1. Obtain from your financial institution a voided check or other document showing the direct deposit routing number and account number for your account.
2. Enter your first name, last name, employee number, department name, and office phone number.
3. Mark the action you want taken: New Checking, New Savings, Change $ Amount, or Cancel Account.

4. Enter the amounts, financial institution names and account numbers on the 'Current' and 'New' lines as appropriate. (Do not enter an amount for the 'MAIN' account.)
5. **Attach the necessary voided check(s) or other document(s) from your financial institution showing the direct deposit routing and account numbers for your account(s).**
6. Sign and date the agreement and submit the fully completed form to the State Division of Finance, Payroll Section for processing.

Note: The form lists all four accounts to accommodate simultaneous updates. However, entries are only required for the accounts you want set up as 'New' and for the active, 'Current' accounts you want to change or cancel.

Establish New Account:
1. Mark *'New'* for the type of direct deposit account you want to establish: Main Checking, Main Savings, Other Checking or Other Savings.
2. Complete the 'New' line with the: 'Amount', 'Financial Institution Name', and 'Account Number'.

Replace 'Current' Account:
1. Mark *'New'* for the type of direct deposit account you want to establish: Main Checking, Main Savings, Other Checking or Other Savings.
2. Complete the 'Current' line with the information of the account you wish to replace. *(If this line is left blank, the current account cannot be replaced with the new account.)*
   Note: Deposits to the current account will be stopped automatically when the new account is activated. ***(Be sure to keep your account(s) at the financial institution(s) open until your payroll direct deposit(s) are no longer being credited to the account(s).)***
3. Complete the 'New' line with the: 'Amount', 'Financial Institution Name', and 'Account Number' of the new account.

Change $ Amount:
1. Mark *'Change $ Amount'* to change the amount deposited to an existing direct deposit account. Changing an amount to zero will cancel the account.
2. Complete both the 'Current' and 'New' lines with the: 'Amount', 'Financial Institution Name', and 'Account Number'. *(Entries on the 'Current' line help assure that the correct account amount is changed.)*

Cancel Account:
1. Mark *'Cancel Account'* for the 'OTHER' account you want to cancel. Do not mark *'Cancel Account'* if you are replacing it with a new account. **(Be sure to keep your account(s) at the financial institution(s) open until your payroll direct deposit(s) are no longer being credited to the account(s).)**
2. Complete the 'Current' line with the: 'Amount', 'Financial Institution Name', and 'Account Number'. *(Entries on the 'Current' line help assure that the correct account is canceled.)*