

DEPARTMENT OF HUMAN RESOURCES

DIRECT PAYROLL DEPOSIT FORM

- **What is direct payroll deposit?**
Direct payroll deposit is a way to electronically deposit your net paycheck into your personal Human Services ECU account.
- **Why should I use direct payroll deposit?**
Imagine not having to worry about getting to the Credit Union before it closed, no more waiting in line to deposit your paycheck, or wondering how to get and deposit your paycheck if you are not scheduled to work on payday. These are some of the benefits of direct payroll deposit.
- **How do I qualify and sign up for direct payroll deposit?**
All Department of Human Resources employees qualify for direct payroll deposit. To sign up, complete the form at the bottom of this page and attach a voided check or savings account number. Then give it to your personnel office. The personnel office and payroll department will take care of the rest.
- **When is my net pay deposited into my account?**
Your net pay should be deposited by 2am on the date on your pay stub.

Authorization Agreement for Automatic Deposit of Net Pay

I authorize the Department of Human Resources (DHR) to deposit my net pay directly into my Human Services ECU account. DHR is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my net pay shall be made by electronic means. I further acknowledge that the responsibility of DHR to provide me my net pay shall be satisfied by DHR providing a correct credit entry in accordance with the automatic deposit services agreement (credits) between DHR, and SunTrust Bank or Comerica.

The net amount of my paycheck is to be deposited into my:

- Checking Account
- Savings Account

At **Human Services ECU**. Attached is a voided check or savings account number showing the correct information of my account. If I change my Credit Union account number. I am responsible for notifying the DHR office of Financial Services Payroll Subsection in writing of the change immediately.

In signing this authorization for direct payroll deposit. I understand that certain checks will not be automatically deposited into my account Credit Union account but will be given to me. These checks are

1. First check after Payroll Subsection sets up Direct Deposit in my record. (Credit Union requires prior notification).
2. First check after Payroll Subsection enters authorized changes to my Credit Union account.
3. Last check paid to me upon my termination/resignation from the department.
4. Any check that is not run at least three (3) days prior to payday.

Signature _____ Social Security Number _____

Current Mailing Address _____

Office Telephone Number _____ Date _____