

Payroll Options

Direct Deposit

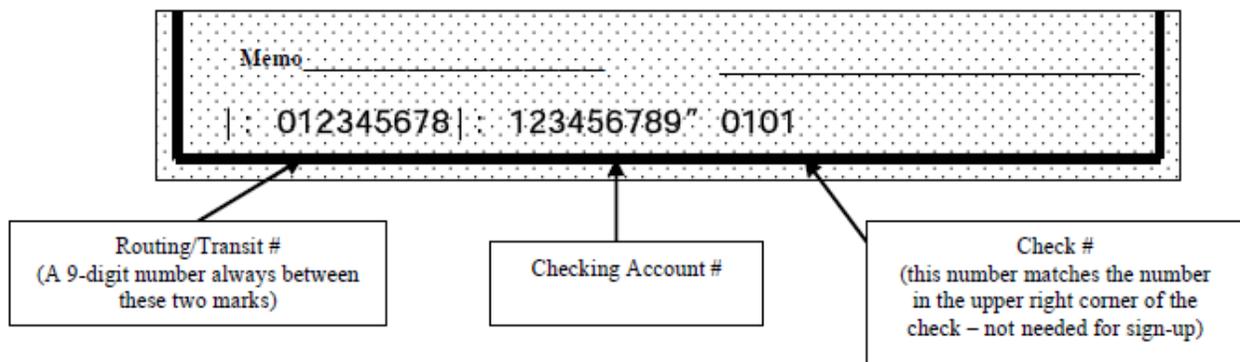
Overview

The commonwealth requires that all employees authorize the electronic direct deposit of your paycheck and travel reimbursements. You can use this form to set up direct deposit for additional financial institution accounts. You can also use this form to make changes to your MAIN BANK or to stop an existing OTHER BANK direct deposit.

Step 1: Gather your account information

Before you begin, make sure you have your bank account and routing information available. Contact your financial institution if you can't locate your account and routing numbers.

Checking accounts: The sample below shows where you can find the necessary information on a paper check.



Savings accounts: Contact the financial institution for your savings account routing number. It isn't always the same as the number on a savings deposit slip.

Other accounts: Contact the financial institution for your proper routing and account numbers. Also, ask if the direct deposit should be sent as a checking or savings deposit in order to be properly applied to your account.

Step 2: Complete the authorization form

The Authorization for Direct Deposit form is page 4 of this packet. Please read these instructions before completing the form.

- Read instructions on the form and initial the box indicating you have read and understood the form instructions.

- Complete the required fields in EMPLOYEE INFORMATION section.
- For MAIN BANK changes, complete sections 6-11.
- For OTHER BANK changes, complete sections 12-25 as necessary.
- For OPTIONAL TRAVEL REIMBURSEMENT changes, complete sections 26-31.
- Remember to sign and date at the bottom of the form.**

Step 3: Submit the authorization form

Return the form by following the instructions listed below.

- Fax to the HR Service Center* at 717.425.7190. Please retain a copy of the subsequent fax confirmation for your records.
OR
- Mail to the HR Service Center* at the address listed below.
AND
- Please retain a copy of the form for your records.

* Employees of the Liquor Control Board, Office of the Attorney General, Gaming Control Board, Public Utility Commission and all employees **not** under the Governor's jurisdiction should submit the authorization form to their agency HR office.

Questions? HR Service Center

Phone: 866.377.2672
PA Relay: 711
Fax: 717.425.7190
Email:
RA-HRSCEmployeeSvcs@pa.gov

7:30 a.m. – 5:00 p.m. Monday – Friday
Interpreters are available by request

Need More Information?

Visit the Employee Resource Center
www.employeeresourcecenter.oa.pa.gov

Not an Employee?
www.myHRonline.state.pa.us

Mail to HR Service Center
PO Box 824, Harrisburg PA 17108-0824

5i h cf]nUh]cb Zcf 8]fYVW 8Yd cg]h

=bgfi Vmcbg	Complete Employee Information in Part 1. Direct deposit deductions must be authorized for a Main Bank, and may be authorized for up to two Other Banks and an additional bank for travel reimbursements. The Main Bank will receive the total net pay or the net pay remaining after any Other Bank deposits. Other Bank deposits are specific dollar amounts or percentages, and may be used for credit payments, savings deposits, investment purchases, etc. Travel reimbursements will be included in net pay to the main bank unless a separate travel reimbursement account is authorized. If you have questions regarding completion of the form, please contact the HR Service Center* at 866.377.2672.	
=a dcfhUbb Bch'g	5XX]b['U'BYK 'UWZi bhcf WUUb[]b['U'XYd cg]hUa ci bh'a UmfYgi 'h]b'dUdYf 'WYVWg' a U]YX'hc'nci f'a U]]b['UXXfYgg Zcf'cbY'cf'gY] YfU' dUmXUH'g Zc'ck]b['h'Y'dfcWgg]b['cZ'h]g'Zcfa "You are responsible for notifying your financial institution(s) of direct deposit from employer and arranging payment of debts until direct deposits begin.	My initials in this box indicate that I have read and understand the important notes and cautions. 
7U h]cbg	If net pay is less than expected, the Main Bank deduction will be reduced, as may any Other Bank deductions. 8c' bch'Wcgy'nci f'c'X'UWZi bh' bh]'nci f' bYk 'm'XYg] bUH'X'UWZi bh' fYVW] Yg]hg Z]fghX]fYVW'XYd cg]h'F Ya Ya VYf'hc' g] b'UbX'XUH' h'Y'Zcfa "	

9A D@CM99 =B: CFA 5H=CB (please print)	
%9a d'cmYY BUa Y'	&"5[YbVW#6i fYU' BUa Y'
' 9a d'cmYY Bi a VYf'	(" < ca Y'HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE') "K cf_ 'HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE'

: =B5B7=5@ =BGH=HI H=CB =B: CFA 5H=CB	
A 5=B 65B? Completion of items 6-11 is required.	
* "5W]cb fMYW' cbY Vcl E' <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Change Account Information	%\$:]bUbV]U' =bg]h] h]cb' bUa Y' UbX' UXXfYgg.
+ "5WZi bhHndY fMYW' cbY Vcl E' <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
, "5WZi bhBi a VYf'	
- "Fci h]b['Bi a VYf'	% "HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE'
Please see form instructions for assistance.	

CDH=CB 5@CH< 9F 65B? Completion of items 12-18 is required.	
%&" 5W]cb fMYW' cbY Vcl E' <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Change Amount <input type="checkbox"/> Stop Direct Deposit <input type="checkbox"/> Change Account Information	% "5WZi bhHndY fMYW' cbY Vcl E' <input type="checkbox"/> Checking <input type="checkbox"/> Savings
% "8Yg] bUH' GHUbXUFX' J U' i Y'cf' DYfWbHU] Y'cZdUmZcf' XYd cg]h fMYW' cbY Vcl E' <input type="checkbox"/> Dollar amount of deposit: \$ _____ CF <input type="checkbox"/> Percentage of total pay: _____ %	%+ "":]bUbV]U' =bg]h] h]cb' bUa Y' UbX' UXXfYgg.
% ("5WZi bhBi a VYf'	
%) "Fci h]b['Bi a VYf'	% "HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE'
Please see form instructions for assistance.	

CDH=CB 5@CH< 9F 65B? Completion of items 19-25 is required.	
% "5W]cb fMYW' cbY Vcl E' <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Change Amount <input type="checkbox"/> Stop Direct Deposit <input type="checkbox"/> Change Account Information	& "5WZi bhHndY fMYW' cbY Vcl E' <input type="checkbox"/> Checking <input type="checkbox"/> Savings
%&\$ "8Yg] bUH' GHUbXUFX' J U' i Y'cf' DYfWbHU] Y'cZdUmZcf' XYd cg]h fMYW' cbY Vcl E' <input type="checkbox"/> Dollar amount of deposit: \$ _____ CF <input type="checkbox"/> Percentage of total pay: _____ %	& (" "":]bUbV]U' =bg]h] h]cb' bUa Y' UbX' UXXfYgg.
%&% "5WZi bhBi a VYf'	
%&& "Fci h]b['Bi a VYf'	&) "HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE'
Please see form instructions for assistance.	

CDH=CB 5@HF 5J 9@ F 9=A 6I F 9A 9BH. Completion of items 26-31 is required.	
%* "5W]cb fMYW' cbY Vcl E' <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Stop Direct Deposit <input type="checkbox"/> Change Account Information	' \$ "":]bUbV]U' =bg]h] h]cb' bUa Y' UbX' UXXfYgg.
%+ "5WZi bhHndY fMYW' cbY Vcl E' <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Travel reimbursements will be deposited in the main bank unless a separate travel reimbursement account is authorized.	
%& "5WZi bhBi a VYf'	
%&- "Fci h]b['Bi a VYf'	' % "HY'Yd\cbY'Bi a VYf f]bW] XY'UFYU'WZXYE'
Please see form instructions for assistance.	

5I H< CF =N5H=CB. Unless otherwise indicated above, I hereby authorize and request the Commonwealth of Pennsylvania, hereinafter referred to as EMPLOYER, to direct the net amount of my periodic pay for crediting to my account(s) indicated at the financial institutions designated above, and I further authorize the financial institution(s) to credit the same to such account(s) without responsibility for correctness of such accounts. Furthermore, I understand that this authorization will remain in effect until I initiate the required stop action in such time and in such manner as to allow my EMPLOYER a reasonable opportunity to act upon it. = U] fYY'hc' bch]Zma m 9A D@CM99]Z = k]g' hc' WUUb[Y' h'Y'XYg] bUH'X' Z]bUbV]U']bg]h] h]cb' bUa Y' UbX' UXXfYgg. cf' UWZi bh'fg' hc' k \]W' a mibYh dUm]g' hc' VY' XYd cg]hX'Z' \$' XUm]g' df]cf' hc' h'Y' YZZVW] Y' XUH' cZgi W' WUUb[Y' = i bXYfghUbX' h'Uha mZU] i fY' hc' Xc'gc' a UmX'Y' Umh' Y' fYVW] dhcZa mibYhdUm'

Employee Signature _____ Date _____

F YH fb' h'Y'WZa d'YH'X'Zcfa' hc' h'Y' < F'GYfj]W' 7YbYhf' p: Ul . '+@' (&) '+%- \$' p'D'C' "6cl' , (&Z' < Uff]g]v] f[Z'D5' %+%, !\$, &(

*Employees of the Liquor Control Board, Office of the Attorney General, Gaming Control Board and Public Utility Commission should contact their agency HR office.

< I A 5B F 9GCI F 79G'C : : =79 I G9'CB@M		
Date Received	Date Processed	HR Representative