

## *Direct Deposit Authorization for Payroll & Travel*

NEW FILL IN VERSION! CLICK ON THE FIELDS BELOW AND TYPE.

First Name:  MI:  Last Name:

SSN:    -   -

Work Phone #:

Pursuant to Section 7 of the Privacy Act of 1974, the disclosure of your Social Security Number is mandatory. Social Security Numbers are necessary to properly maintain records concerning your direct deposit payments as is required and authorized by the federal government for tax administration purposes. See generally, 42 U.S.C. § 405(c). Failure to provide a Social Security Number will prevent us from processing your direct deposit request.

Agency:

Home Address:

City:  State:  Zip Code:

Email Address:

### PAYROLL PRIMARY ACCOUNT (NET PAY/REMAINDER)

Bank Name:   Checking  Saving

**Please attach a voided check with this form for each account.**  Add  Change  Cancel

### PAYROLL SECONDARY ACCOUNTS (SET AMOUNTS)

1. Bank Name:   Checking  Saving

Dollar Amount:     .    Add  Change  Cancel

2.. Bank Name:   Checking  Saving

Dollar Amount:     .    Add  Change  Cancel

3. Bank Name:   Checking  Saving

Dollar Amount:     .    Add  Change  Cancel

4. Bank Name:   Checking  Saving

Dollar Amount:     .    Add  Change  Cancel

### TRAVEL PRIMARY ACCOUNT

Bank Name:   Checking  Saving

**Please attach a voided check with this form.**  Add  Change  Cancel

I hereby authorize the State of West Virginia hereinafter called STATE, to initiate credit entries to accounts as indicated above. This authority is to remain in full force and effect until the STATE has received written notification from me of its termination in such time and manner as to afford the STATE a reasonable opportunity to act on it. I further acknowledge that my employee pay stub and any remittance information associated with travel payments will be made available to me through a secure internet Web Site.

Employee's Signature \_\_\_\_\_

Date

For cancellations the payroll administrator may sign if the employee is unavailable.

# **DIRECT DEPOSIT FREQUENTLY ASKED QUESTIONS**

## **WHAT ARE THE ADVANTAGES OF DIRECT DEPOSIT?**

**NO LONGER** will you have to visit your financial institution to deposit your check. Why spend countless hours standing in lines or sitting at a drive through window when your check can be automatically deposited into your account. It goes into your account, no matter where you are. An average person will spend anywhere from 8.5 to 24 hours each year waiting in lines at financial institutions.

## **WHAT HAPPENS IF THERE IS A PROBLEM AT MY BANK OR IF I CHANGE MY BANK?**

For problems contact the ePayments Division at (304) 558-2251 or 800-500-4079. It will be researched and corrected immediately. When making a change in your account information please remember to complete a direct deposit authorization. **All change requests must be received by our office at least six days prior to the pay date or it may not be processed until the following pay period.**

## **HOW SAFE IS DIRECT DEPOSIT?**

With direct deposit your payment cannot be lost. Direct Deposit eliminates the possibility of lost or stolen checks. Nationally, over four million paper checks are lost or stolen each year.

## **CAN I SPLIT MY PAYCHECK INTO MORE THAN ONE ACCOUNT?**

**YES!** First, list your primary bank account. Next, list the other bank accounts and the amount(s) you want transferred each pay period. Attach a voided check or deposit slip for each account.

## **WHAT IS THE PAYROLL PRIMARY ACCOUNT?**

The financial institution account you want to send your net pay to. If you have never been on direct deposit please check the **ADD** box. If you are on direct deposit and changing accounts please check the **CHANGE** box. If you would like to stop direct deposit completely please check the **CANCEL** box.

## **WHAT IS THE PAYROLL SECONDARY ACCOUNT?**

The financial institution account(s) you want to send a set amount to each pay period. This can be up to four different accounts. Please note: The dollar amount must be the same for each pay period. If you are setting up a new account and not changing anything please check the **ADD** box. If you are changing the account or dollar amount please check the **CHANGE** box. If you would like to stop direct deposit completely please check the **CANCEL** box.

## **WHAT IS THE TRAVEL PRIMARY ACCOUNT?**

The financial institution account you want to send your travel reimbursements to. If this payment has never gone direct deposit please check the **ADD** box. If you are receiving direct deposit for these payments and changing accounts please check the **CHANGE** box. If you would like to stop direct deposit completely please check the **CANCEL** box. **Please note: Direct deposit for these payments cannot be cancelled if you are receiving direct deposit for payroll.**