

Direct deposit cancellation forms will no longer be required for terminated or transferring employees. The direct deposit purge job will expire EFT information on employees that have been terminated for more than 90 days. Beginning on August 1, 2008, this date will be changed to 60 days.

When an employee closes his/her bank account, a direct deposit cancellation form is still required.

Below are some reminders regarding the direct deposit application processes:

Agencies should review the direct deposit application and compare it with the voided check or signed bank verification before submitting it to OA/Accounting. The bank verification letter must include the employee's name, routing number, complete account number, type of account, and signature of bank personnel. We do not accept counter or starter checks. Deposit slips are not acceptable, since they may only contain an internal routing number and not the Federal Reserve routing number necessary for direct deposit.

If you fax the direct deposit form, **do not** send the original to OA. We image all direct deposit documents and will already have it on file.

To provide prompt processing, agencies should forward direct deposit applications immediately after establishing the ESMT in the SAMII HR system. Please forward to OA/Accounting as soon as possible. Also, we cannot guarantee processing of applications received on days the system is down for pay cycle.

The employee must be an owner of the account that is used for direct deposit of payroll. The employee's name must be included on the voided check or the signed bank verification letter must state he/she is an owner of the account.

When processing reversals in coordination with the supplemental cycles, it takes at least 48 hours to recover the money from the employee's account - - - please submit forms as soon as possible. A Supplemental Check Request Form starts the reversal process for direct deposit recipients. Supplemental checks will not be released until the reversal has been confirmed by our bank. A supplemental check request does not cancel a direct deposit nor does a direct deposit cancellation initiate a paper check in the supplemental cycle.

The direct deposit applications need to be filled out very neatly and clearly. If the application is not legible, it will be returned.

Please use the new Payroll and Employee Reimbursement Direct Deposit Application (12-07) and discard all previous versions.

All direct deposit applications must include the employee's name and social security number.