



Your Paycheck Can Now Be Direct Deposited



What is Direct Deposit?

Direct Deposit is a program that allows for the automatic deposit of your net earnings into the financial institution of your choice.

Who is Eligible to Enroll?

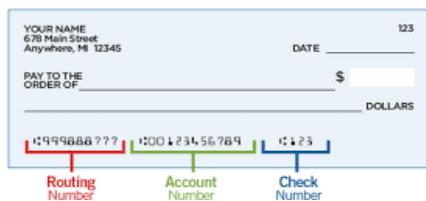
All staff, faculty, and student employees are eligible to enroll except: Special Consultants, one-time payees and special payees.

Why Enroll in Direct Deposit?

- Increased convenience by reducing the number of trips to your financial institution;
- Avoid frustration caused by delays and long lines at your financial institution;
- Enjoy a sense of security knowing that paycheck cannot be lost, stolen, or forged;
- Convenience, convenience, convenience!

What Do I Need to Enroll in Direct Deposit?

You will need your institution's routing number (usually a 9 digit number) and the checking/savings account number located at the bottom of your check as well as the bank address. Contact your financial institution to verify this information.



What if I Work Multiple Jobs?

Once enrolled in direct deposit all of your wages will be transmitted through direct deposit.

How Long Does it Take?

It takes approximately **45 to 60 days** after the form is received at the State Controller's Office in Sacramento to activate direct deposit.

How do I Sign up for Direct Deposit?

To enroll, complete a Direct Deposit Enrollment Authorization form. You can designate only one institution and one account for direct deposit. <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/STD699.pdf>.

Where Do I Submit the Form?

Return your completed form to Human Resources, 2801 Lindero Hall.

How Do I Know How Much Has Been Deposited?

A direct deposit advice will issue and be provided to you each month by your department warrant officer. It is important to keep the pay advice as this is the only official record of pay.

What if My Account or Financial Institution Changes?

Your Direct Deposit will continue to be deposited into your old account until the State Controller's Office is notified of a change. To make changes, complete and submit a new Direct Deposit Authorization Form with the new routing information and return the completed form to the Human Resources department.

Changes take approximately 30 to 45 days after the State Controller's Office has received your form. In the meantime, do not close your old account until pay has been deposited into your new account or financial institution. **Note:** A regular pay warrant will be issued in the middle of this process.

What if I Close my Account?

If you close your account, complete a new Direct Deposit Authorization Form, checking the **"Cancel"** box.