



# DIRECT DEPOSIT ENROLLMENT & UPDATE FORM



**NOTICE:** Enrollment in direct deposit using a personal account or updates to existing direct deposit information can be completed through the Employee Self-Service (ESS) feature within the Kentucky Human Resource Information System (KHRIS). If you do not have internet access, are not comfortable completing that process, or would like to enroll in direct deposit with a Payroll Card, please complete this form and turn it in to your HR Administrator for processing.

## SECTION 1: PERSONAL INFORMATION

Employee/Payee Name: _____	Today's Date: _____
PERNR or Employee ID: _____	*Requested Pay Day to begin the action requested below: _____
Daytime Phone #: _____	
Agency Name: _____	

\* The ability to begin on the above day will be determined by my HR Administrator based on the date of this request and the current KHRIS Operations Calendar.

## SECTION 2: ENROLLMENT/UPDATE OPTIONS

**ENROLL:** *Select one:*

- With a personal bank account. (Continue to Section 3.)
- With a Payroll Card. (Skip to Section 4.)
- With a personal bank account AND a Payroll Card. (Continue to Section 3.)

**UPDATE/ or CHANGE:** I am currently enrolled in direct deposit and would like to do the following (*Select a change option below.*):

- Change (update/add) my personal bank account information. (Continue to Section 3.)
- Change my enrollment option (*Select an enrollment change below.*):
  - FROM a personal bank account TO a Payroll Card (Skip to Section 4. NOTE: Enrollment will not be changed until Payroll Card is ready. ),
  - FROM Payroll Card TO a personal bank account (Continue to Section 3.), or
  - Use BOTH a personal bank account AND Payroll Card. (*Select the appropriate scenario below.*)
    - I am already enrolled with a personal bank account. I am requesting the *addition* of a Payroll Card. (In Section 3, enter Payroll Card as the bank name under Main Bank or Other Bank, to indicate your choice for set-up. NOTE: Enrollment will not be updated until Payroll Card is ready. ),
    - I am already enrolled with a Payroll Card. I am requesting the addition of a personal bank account. (Continue to Section 3.)
- Delete an additional (Other) account currently used for direct deposit. I understand I cannot delete my main account. (Continue to Section 3.)

**REVERT:**  I am currently enrolled in direct deposit and would like to revert back to receiving a paper paycheck for payroll. [This option is only available for individuals hired *prior* to January 1, 2015. Those hired on or after that date must maintain direct deposit for payroll purposes.]

**OTHER:** \_\_\_\_\_ (Please explain.)

## SECTION 3: PERSONAL ACCOUNT INFORMATION

<p><b>MAIN BANK ACCOUNT INFORMATION (Required)</b></p> <p><input type="checkbox"/> New Account Set-up / <input type="checkbox"/> Update or Change Account</p> <p>BANK NAME: _____</p> <p>ROUTING NUMBER: _____</p> <p>ACCOUNT NUMBER: _____</p> <p>ACCOUNT TYPE: <input type="checkbox"/> Checking / <input type="checkbox"/> Savings</p>	<p><b>'OTHER' BANK ACCOUNT INFORMATION (Optional)</b></p> <p><input type="checkbox"/> New Account Set-up / <input type="checkbox"/> Update or Change Account / <input type="checkbox"/> Delete <i>(See note regarding multiple accounts.)</i></p> <p>BANK NAME: _____</p> <p>ROUTING NUMBER: _____</p> <p>ACCOUNT NUMBER: _____</p> <p>ACCOUNT TYPE: <input type="checkbox"/> Checking / <input type="checkbox"/> Savings</p> <p>AMOUNT: \$ _____</p>
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Multiple Accounts:  "By checking this box, I understand that when I choose to use more than one account for direct deposit, the amount selected above for my 'other' bank will be deposited first and the remainder of my pay will go to my main account. If the amount selected above exceeds the total net amount of my pay, I understand I will have no money deposited to my main account. It is my responsibility to ensure I have adequate funds available for deposit to each of my elected accounts." More information is available on using multiple accounts at <https://personnel.ky.gov> under Benefits/Pay/Direct Deposit Information.

If using BOTH a personal bank account and a Payroll Card, you may choose which account to use as the main account versus the other account. Simply enter the bank account information under the desired account type and enter 'Payroll Card' under the other. Example: For the Payroll Card to be the main account, enter 'Payroll Card' as that bank name.

## SECTION 4: ENROLLMENT ACKNOWLEDGEMENT & AUTHORIZATION

By signing below I authorize and request the above-indicated action to be taken with regard to my pay/direct deposit account(s). This authorization revokes all prior notifications as to my net pay. (If this form is establishing accounts, I understand that the bank, credit union or savings and loan company reserves the right to cancel this agreement by notice to me.) In addition, I certify that I have confirmed the above account information by referencing a personal check or account statement or thru an agent of my bank, credit union or savings and loan company.

**Employee/Payee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY HR ADMINISTRATOR:**

Employee/Payee Name: \_\_\_\_\_ PERNR: \_\_\_\_\_

**PAYROLL CARD:**

Date of Set-up with BOA: \_\_\_\_\_ / By: \_\_\_\_\_

[Account Information: Routing Number: \_\_\_\_\_ - Account Number: \_\_\_\_\_]

Direct Deposit Changed in KHRIS on: \_\_\_\_\_ / By: \_\_\_\_\_

**BANK ACCOUNT:**

Direct Deposit in KHRIS Changed on: \_\_\_\_\_ / By: \_\_\_\_\_

**REVERT TO PAPER PAYCHECK:**

Confirmed that employee's hire date (\_\_\_\_\_) was prior to 1/1/15.

Method of Payment in KHRIS Changed on: \_\_\_\_\_ / By: \_\_\_\_\_

Effective Date of account action (based on request date and KHRIS Operations Calendar): \_\_\_\_\_

Notification of completion and action effective date has been relayed to employee/payee.