

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** November 4, 2016

**FROM:** Louise M. Sawtelle  
Associate Controller - Operations

**SUBJECT:** Multiple Direct Deposit Accounts Now Available  
CPO 17-05

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The option to deposit into two separate direct deposit accounts is now available.

State employees can now choose to deposit a lump sum amount into a secondary bank account in addition to continuing to post the net pay balance into a primary bank account. The secondary account may only be added for a lump sum amount each pay period, for example \$200.00. The net pay balance will continue to be deposited into the primary bank account. If the employee's net pay is less than the lump sum amount elected to deposit into the secondary account, the entire net pay amount will be deposited into the primary bank account.

*Suspended Accounts:*

The primary account must be in good order for a secondary account request to take effect. If the primary account is suspended for any reason, the employee will receive a check for the entire amount of the net pay. If the secondary account is suspended for any reason, but the primary account is in good order, the entire amount of the net pay will be deposited into the primary account.

In order to take advantage of this new benefit, employees will need to fill out the newly revised "Employee Payroll Direct Deposit Authorization" form which includes the following action options:

- New Primary Account
- Change Primary Account
- New Secondary Account
- Change Secondary Account

Please be sure all fields are legible before submitting to the Centralized Payroll Office. If the form is not legible, you may request a copy of a check or savings deposit slip to avoid any potential errors.

It will take two (2) pay periods for any changes to take effect. New and changed primary accounts will result in paper check for two (2) pay periods. New or changed secondary

accounts will not result in paper checks but will still show a "Pre-Notification" message on the pay stub.

Guidelines for primary and secondary accounts are included on the authorization form to assist both your office and the employee with any questions.

Please feel free to contact me with any questions or concerns.

Thank you.