

## DEPARTMENT OF HUMAN SERVICES

### DIRECT PAYROLL DEPOSIT OR DHS DEBIT MASTER CARD FORM

➤ **What is direct payroll deposit or DHS Debit Master Card (DMC)?**

Direct payroll deposit or the DHS Debit Master Card is a way to electronically deposit your net paycheck into either your personal bank account, or electronically transfer your net pay onto a debit card on payday.

➤ **Why should I use direct payroll deposit or DHS Debit Master Card?**

Imagine not having to worry about getting to the bank before it closes, no more waiting in line to deposit your paycheck, or wondering how to get and deposit your paycheck if you are not scheduled to work on payday. These are some of the benefits of direct payroll deposit.

➤ **When is my net pay deposited into my account or onto my DHS Debit Master Card?**

Your net pay should be deposited by 2:00 p.m. on payday.

➤ **How do I qualify and sign up for direct payroll deposit?**

All Department of Human Service employees qualify for direct payroll deposit. To sign up, complete the form at the bottom of this page and attach a voided check or savings withdrawal slip. Then, give it to your Human Resource office. The Human Resource office and payroll will take care of the rest.

➤ **How do I qualify and sign up for the DHS Debit Master Card?**

All Department of Human Services employees qualify for the DHS Debit Master Card if they are unable to establish a checking or savings account. To sign up, complete the form at the bottom of this page and return to your HR office.

### Authorization Agreement for Automatic Deposit of Net Pay

I authorize the Department of Human Services (DHS) to deposit my net pay directly into my Bank/Debit Master Card account. DHS is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my net pay shall be made by electronic means. I further acknowledge that the responsibility of DHS to provide me my net pay shall be satisfied by DHS providing a correct credit entry in accordance with the automatic deposit services agreement (credits) between DHS, and SunTrust Bank, or Comerica.

The net amount of my paycheck is to be deposited into my:

- Checking Account
- Saving Account
- DHS Debit Master Card Account – (An account number will be assigned and a DMC will be mailed to you)

At \_\_\_\_\_ (name of your financial institution). Attached is a voided check or savings withdrawal slip showing the correct information for my account. **If I change my bank or my bank account, I am responsible for notifying the DHS Office of Financial Services Payroll Subsection in writing of the change immediately.**

In signing this authorization for direct payroll deposit or Debit Master Card, I understand that certain checks will not be automatically deposited into my account bank account or on to my Debit Master Card but will be given to me. These checks are:

1. First check after Payroll Subsection sets up Direct Deposit in my record. *(Bank requires prior notification.)*
2. First check after Payroll Subsection enters authorized changes in my bank account.
3. Last check paid to me upon my termination/resignation from the department.
4. Any check that is not run at least five (5) days prior to payday.

Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Office Telephone Number \_\_\_\_\_ Date: \_\_\_\_\_