

Direct Deposit Enrollment and Update Form

NOTICE: Enrollment in direct deposit using a personal account or updates to existing account information can be completed through KHRIS ESS. If you do not have internet access, are not comfortable completing that process on your own, 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
Daytime Phone #:	the action requested below:
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:	<i>Select one:</i> Personal bank account. (Continue to Section 3.) Payroll Card. (Skip to Section 4 and see notice.) → Personal bank account AND a Payroll Card. (Continue to Section 3.)	PAYROLL CARD NOTICE: Please be advised that Payroll Cards are created and mailed directly to the employee's home address, as listed in KHRIS. Please ensure that information is correct before submitting this request. If you have a P.O. Box for your address in KHRIS, you must also provide a physical address for this request: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Street # and Name City, State, Zip</td> <td style="width: 40%;"></td> </tr> </table>	Street # and Name City, State, Zip	
Street # and Name City, State, Zip				
UPDATE or CHANGE:	I am currently enrolled in direct deposit and would like to do the following (<i>Select a change option below.</i>): Change (update/add) my personal bank account information. (Continue to Section 3.) Change my enrollment option (<i>Select an enrollment change below.</i>): 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. (<i>Select the appropriate scenario below.</i>) I am already enrolled with a personal bank account. I am requesting the <i>addition</i> of a Payroll Card. (In Section 3, enter Payroll Card as 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 to receiving a paper paycheck for payroll. [Only available if hired prior to 1/1/15.]			
OTHER:	(Please explain.)			

SECTION 3: PERSONAL ACCOUNT INFORMATION

MAIN BANK ACCOUNT INFORMATION (Required)	'OTHER' BANK ACCOUNT INFORMATION (Optional)
New Account Set-up / Update or Change Account	New Account Set-up / Update or Change Account / Delete
BANK NAME: ROUTING #: ACCOUNT #: ACCOUNT TYPE: Checking / Savings	BANK NAME: ROUTING #: ACCOUNT #: ACCOUNT TYPE: Checking / Savings AMOUNT: \$ or PERCENTAGE % (see Multiple Account note below)

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.

NOTE: 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.

IMPORTANT: If requesting to accept my payment via a Payroll Card, I understand that I may switch to direct deposit via personal bank account at any time and that by signing below, I have already read and understand the fee schedule and disclosures (as required by 12 CFR Part 1005 Regulation E), available on the Personnel Cabinet’s website at <https://personnel.ky.gov/Pages/DDpayrollcard.aspx>.

Employee/Payee’s Signature:

Date:

TO BE COMPLETED BY HR ADMINISTRATOR:

PAYROLL CARD:

Before submitting to the Personnel Cabinet, please complete the following:

I hereby certify that prior to submitting this request to the Personnel Cabinet, I have ensured delivery of the [Pre-Acquisition Disclosure](#), the [Fee Schedule](#), and the [Pre-Enrollment Disclosure](#) (as required by 12 CFR Part 1005 Regulation E) to the employee requesting a Payroll Card.

Documentation was provided by: Email, U.S. Postal Mail, and/or Hand-Delivery.

Certified by (HR Administrator Name)

Certified on

After request is processed, account information will be provided by the Personnel Cabinet, for direct deposit set-up.

Direct Deposit Changed in KHRIS on: / By: (Don’t forget to turn off paper pay statement.)

BANK ACCOUNT:

Direct Deposit in KHRIS Changed on: / By: (Don’t forget to turn off paper pay statement.)

REVERT TO PAPER PAYCHECK:

Confirmed that employee’s hire date (____) was prior to 1/1/15.

Method of Payment in KHRIS Changed on: / By:

Submitted Business Request to Personnel Cabinet, to indicate as Direct Deposit Exempt, on:

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.