Form: Direct Deposit

1. **First Name***: *auto-filled from submission of User Information form*
2. **Middle Name**: *auto-filled from submission of User Information form*
3. **Last Name***: *auto-filled from submission of User Information form*
4. **Social Security Number (SSN)***: *auto-filled from submission of User Information form*
5. **Account Type**: select from Checking or Savings if you prefer to use an existing personal account and do *not* plan to request a Payroll Card.
6. **Bank Name**: Enter the name of the bank or financial institution you will use for direct deposit purposes.
7. **Bank Routing Number**: Enter the routing number for the account. You can sometimes locate this information on a check or contact the bank or financial institution to confirm.
8. **Bank Account Number**: Enter the account number.
9. **If you prefer to accept payments via a Payroll Card,** do not provide bank information above and instead select the checkbox to request a Payroll Card account be created. Payroll card information is available on the Personnel Cabinet's website located at https://personnel.ky.gov/Pages/DDpayrollcard.aspx for review. This information includes the fee schedule and disclosures required by 12 CFR Part 1005 (Regulation E).

Select **Review** once finished, to review the information you entered prior to submission.

If corrections are needed, select **Back** to return to the form to make your corrections. If no corrections are needed, select **Sign** to apply your electronic signature for submission. This process will require you to re-enter your username and password.

Remember that once submitted and prior to your hire date, you cannot make changes without seeking assistance from your agency HR office. After your hire date and once you receive access to the Kentucky Human Resource Information System (KHRIS) Employee Self-Service (ESS), you can make adjustments or additions as needed.

Once submitted, select **Done** to close the form. This completed form will be stored under Profile/Snapshot/Documents.