

DIRECT DEPOSIT AUTHORIZATION AND INPUT FORM

CO-1040 REV. 06/08

STATE OF CONNECTICUT
OFFICE OF THE COMPTROLLER
PAYROLL SERVICES DIVISION
55 ELM STREET
HARTFORD, CONNECTICUT 06106

Please attach a voided check or a letter from the bank verifying the ROUTING and ACCOUNT number in order to process.

INSTRUCTIONS: Please read carefully prior to completing this application. For processing State Employee Net Pay associated with State Employment..

SECTION I

EMPLOYEE INFORMATION

DEPT ID

EMPLOYEE NUMBER

EMPLOYEE NAME

Grid for DEPT ID

Grid for EMPLOYEE NUMBER

Text box for EMPLOYEE NAME

TYPE OF ACTION

New Change Delete Account #

Other

Add Additional Account checkbox

Add Additional Account COMPLETE SECTION I and III ONLY

ACCOUNT # 1

SECTION II

This section must be completed for first time Direct Deposit enrollees or if an employee is changing or deleting a prior account. If an employee is adding an additional account, please check off the "Add Additional Account ONLY" box in Section I, and complete Section III.

DIRECT DEPOSIT ACCOUNT INFORMATION
FINANCIAL INSTITUTION NAME

Text box for FINANCIAL INSTITUTION NAME

ACCOUNT NUMBER

Grid for ACCOUNT NUMBER

ROUTING TRANSIT NUMBER

ACCT TYPE

Grid for ROUTING TRANSIT NUMBER and ACCT TYPE

PLEASE NOTE:

Please see section III for Additional Account Requirements

C = Checking
S = Savings

COMPLETE THIS SECTION TO ADD AN ADDITIONAL ACCOUNT ONLY

ACCOUNT # 2

(Additional Account)

SECTION III

Additional Account Requirements:

Employee must have one existing account that has successfully completed the pre-note process in order to add an additional account. New employees or employees who are signing up for direct deposit for the first time are not permitted to sign-up for an additional account until Account #1 has successfully completed the pre-note process.

DIRECT DEPOSIT ACCOUNT INFORMATION
FINANCIAL INSTITUTION NAME

Text box for FINANCIAL INSTITUTION NAME

ACCOUNT NUMBER

Grid for ACCOUNT NUMBER

ROUTING TRANSIT NUMBER

ACCT TYPE

Grid for ROUTING TRANSIT NUMBER and ACCT TYPE

C = Checking
S = Savings

Flat Amount Option for Account # 2 \$
Please note that the remainder of Net Pay will be deposited into Account #1 under the Flat Amount Option

Percentage Split Option for Account #1 and Account #2
Must be equal to 100% (e.g. 50% Account #1 and 50% Account #2, 40% Account #1 and 60% Account 2, etc.)

% Percentage of Net Pay to be deposited into Account #1

% Percentage of Net Pay to be deposited into Account # 2

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY

I HEREBY AUTHORIZE THE STATE OF CONNECTICUT ("STATE") TO ELECTRONICALLY DEPOSIT MY NET SALARY TO THE BANK ACCOUNT(S) NAMED ABOVE. THIS AUTHORIZATION IS TO REMAIN IN FORCE UNTIL THE STATE HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND MANNER AS TO AFFORD THE STATE, AND THE BANK(S) NAMED ABOVE, A REASONABLE OPPORTUNITY TO ACT UPON IT. IN THE EVENT THAT THE STATE NOTIFIES THE BANK(S) THAT FUNDS WHICH I DID NOT EARN HAVE BEEN DEPOSITED TO MY ACCOUNT (S) IN ERROR, I HEREBY AUTHORIZE AND DIRECT THE BANK(S) TO RETURN SAID FUNDS TO THE STATE AS SOON AS POSSIBLE. IN THE EVENT SUCH UNEARNED FUNDS HAVE BEEN DRAWN FROM THE ACCOUNT(S) SO THAT RETURN OF THOSE FUNDS BY THE BANK(S) TO THE STATE IS NOT POSSIBLE, I HEREBY AUTHORIZE THE STATE TO RECOVER THOSE FUNDS BY DEDUCTING THE AMOUNT OF SAID UNEARNED FUNDS FROM ANY FUTURE SALARY PAYMENTS FROM THE STATE UNTIL THE AMOUNT OF THE UNEARNED DEPOSIT(S) HAS BEEN RECOVERED IN FULL. IN THE EVENT MY EMPLOYMENT WITH THE STATE IS TERMINATED FOR ANY REASON WHATSOEVER, AND IF AT THE TIME OF SUCH TERMINATION I HAVE HAD UNEARNED PAY AUTOMATICALLY DEPOSITED IN MY CHECKING/SAVINGS ACCOUNT(S), I WILL IMMEDIATELY REPAY THE STATE THE FULL AMOUNT OF SUCH UNEARNED PAY. I FURTHER AGREE THAT IF I DO NOT IMMEDIATELY REPAY SUCH UNEARNED PAY, I WILL BE PERSONALLY LIABLE FOR ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES INCURRED BY THE STATE IN THE COLLECTION OF SUCH UNEARNED PAY, TOGETHER WITH THE MAXIMUM INTEREST PERMITTED BY LAW.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE AGREEMENT.

SIGNATURE

DATE



Human Resources Department Direct Deposit Information

Enrollment:

If you would like to enroll in Direct Deposit, you must complete the Direct Deposit Authorization and Input Form and forward it to the Human Resources Department. Click the following link to access the Direct Deposit form: [Direct Deposit Form](#)

- Direct Deposit generally starts within three (3) to four (4) weeks of submitting the form.
- Prior to direct deposit starting employees may see one penny deposited into their account. This is done to ensure the account is set up correctly. When the one penny is deposited, the employee will still receive a physical paycheck and then direct deposit will begin with the next paycheck.
- Additional Account #2: Employees can establish a second direct deposit account within their original bank or between two different banks. However; before a second account can be established employees must first establish an Account #1.
- If you change your bank or your account number, you must notify the Human Resources Department immediately. It is recommended that employees keep their original account open until the current payroll in process has been deposited.

Information about receiving your paycheck prior to your direct deposit starting:

Student Employees:

- Student employee's paychecks are available for pick-up in the Office of Student Financial Services, which located on the first floor in Old Main.

All Other Employees:

- Paychecks may be picked up in the Payroll Office located on the second floor in University Hall, on Thursday of pay week **from 3:00 – 4:00 p.m.**
- Paychecks not picked up on Thursday will automatically be mailed the following day (Friday morning) to the address on file.

Direct Deposit Pay Advice Slip

- Once direct deposit starts, employees must view their direct deposit advice slip online - via Core-CT: <http://www.core-ct.state.ct.us/>