



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 003-15R

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: **NEW** Direct Deposit Form

DATE: February 3, 2015

The Florida Department of Financial Services, Bureau of State Payrolls, has amended its agency rules addressing the use of Direct Deposit. The rule changes are consistent with the Department of Financial Services's (DFS) efforts to have state employees sign up for, or make changes to, direct deposit at the People First website directly. The rule change will require an employee who chooses to sign up for Direct Deposit via paper to *also* submit a copy of a valid Government-issued identification card. Otherwise, the application will not be processed. Furthermore, if the employee chooses to sign up using a paper form, the request may take from 4 to 6 weeks to fully process.

A **revised** Form DFS-A1-26S is attached for your use, as is the memorandum from DFS. The new form is also posted on JAC's Human Resources website page under "Forms".

If you have any questions, please contact your payroll specialist at payrollgroup@justiceadmin.org. Thank you.



Department of Financial Services
Division of Accounting and Auditing – Bureau of Vendor Relations

Employee Direct Deposit Authorization

<input type="checkbox"/> New request		<input type="checkbox"/> Change request		<input type="checkbox"/> Stop request	
Social Security number					
Last Name		Suffix			
First Name		Middle Initial			
Phone number					
Email address					
Mailing address					
City					
State		ZIP code			
Financial Institution name					
Financial Institute Phone Number					
Routing Number					
Account Number					
Type of Account (check one)		<input type="checkbox"/> Checking		<input type="checkbox"/> Savings	
<input type="checkbox"/>		Check this box if your funds are deposited in a U.S. financial institution and the entire amount is then forwarded to a financial institution in a foreign country. (IAT)			
I hereby authorize and request the State of Florida to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. This direct deposit is to remain in effect until withdrawn by: (a) me in writing with sufficient notice to the State to allow adequate time to effect termination; (b) my death or legal incapacity; (c) the financial institution or (d) the State of Florida. It will purge approximately six (6) months after my last wage.					
Signature		Date			
<p>Mail the form to the address below or fax it to (850) 413-5549 Department of Financial Services Direct Deposit Section 200 East Gaines Street Tallahassee, Florida 32399-0359</p> <p>For prompt authorization, complete your EFT request through People First at https://peoplefirst.myflorida.com. If completed online, your request will be active within two weeks. Paper Direct Deposit Authorization forms are processed in the order in which they were received; allow 4-6 weeks for processing.</p>					

Instructions and important information:

- All forms received must be complete and must be signed by the employee.
- The social security number is required to be collected pursuant to 26 USC 6109, and will only be used for the purpose of complying with filing requirements imposed by the Internal Revenue Code and to comply with Section 119.071(5)(a)7, F.S.
- Select the appropriate action:
 - New request** - If a payee does not currently have direct deposit with the state.
 - Change request** - If payee has a current direct deposit with the state and is requesting a change. (example: change of payee name, account number and etc)
 - Stop request** - if a payee wishes to stop an active direct deposit authorization
- Submit a copy of a copy of a valid driver's license at the time the original Direct Deposit Authorization Form is filed, per the requirements outlined in 69I-22.003(3) Florida Administrative Code. Forms without a copy of a driver's license will not be approved.
- The name on the form must match the name on your Form W-4 on file with your personnel office. If you change your name on your W-4, you also must change your name for direct deposit.
- The authorization will remain in effect until terminated in writing. The State will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this Direct Deposit Payment Authorization Form.
- Banking industry rules require the State, as originator of electronic payments, to identify payments where the entire payment amount is subsequently transferred to a financial institution outside the United States. The rules are referred to as "International ACH Transaction (IAT) rules" and are pursuant to requirements of the United States Treasury Office of Foreign Assets Control (OFAC). Florida will not send IAT payments; these payments will be made by state warrant. Contact your Financial Institution to see if IAT rules apply to you.
- A voided personal check can be submitted with the Direct Deposit Authorization request. Tape the check over the form's instructions. The check will be used to confirm the financial institution information.

DATE: February 2, 2015

TO: Human Resource Director

FROM: Angie R. Martin, Chief
Bureau of Vendor Relations, EFT Section
Division of Accounting & Auditing
Department of Financial Services

SUBJECT: Direct Deposit Authorization Form Change for Rules 69I-22.002 and .003

Effective February 15, 2015 employees must submit a copy of a valid Government issued identification card with the complete Direct Deposit request. All Direct Deposit Authorization Forms received without a copy of a valid Government issued identification will be deemed incomplete.

Remember that State of Florida employees can file an electronic Direct Deposit filing through the PeopleFirst system. Through PeopleFirst employees can request their salary be deposited directly into their bank account. Employees can also change or stop their Direct Deposit information.

Employees using PeopleFirst will have their EFT set up with 8 to 10 days. A completed Direct Deposit form can be submitted to the Florida Department of Financial Services. However, processing time for paper Direct Deposit forms is approximately 4 to 6 weeks following receipt of the completed form.

If you have any questions about Direct Deposit, please contact the Direct Deposit team at DirectDeposit@MyFloridaCFO.com or (850) 413-5517.

Rules 69I-22.002 and .003 have been updated to reflect this new requirement.