



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**COMMISSIONERS**

**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
Toll Free (866) 355-7902  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Jerry Hill**  
*State Attorney*  
**Nancy Daniels**  
*Public Defender*

**MEMORANDUM 005-15HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Direct Deposit Guidance

**DATE:** February 17, 2015

---

Attached please find additional information regarding Direct Deposit from the Department of Financial Services. The attachment augments information provided previously in [Memorandum 003-15HR](#).

Thank you.

February 17, 2015

**CHIEF FINANCIAL OFFICER MEMORANDUM NO. 05 (14-15)**

**SUBJECT: DIRECT DEPOSIT REQUIREMENTS**

This memorandum supersedes and replaces Comptroller Memorandums No. 13 (1987-88), No. 01 (1999-00), and No. 04 (2000-01) and Agency Addressed Memorandums No. 19 (1997-98), No. 02 (2001-02), No. 03 (2001-02), and No. 05 (2001-02).

The Department of Financial Services (Department) is responsible for authorizing direct deposit requests for payments issued by the State of Florida. Payees (employees, retirees, and vendors) may submit the requests as provided below. Payees may designate only one account at a financial institution to receive funds electronically. Deposited funds are available in the designated account on the payment date.

Valid authorizations for direct deposit filed online are active within eight business days. Direct deposit requests not received through an online application will be processed by the Department within 4-6 weeks of receipt.

**Employees**

Section 110.113(2), Florida Statutes (F.S.), requires that salary payments for all employees be paid by direct deposit unless the employee is in an other-personal-services (OPS) position and requests an exemption that demonstrates participating in direct deposit would result in a hardship.

Through People First, <https://peoplefirst.myflorida.com>, employees can make a direct deposit request, make changes to direct deposit information, and stop an active direct deposit authorization. To access the direct deposit page within People First, select the *Employee Information* tab, then *Personal Information*, and finally *Direct Deposit*. Enter the account information and click *Save* to submit the request.

If the employee cannot complete a Direct Deposit Authorization request through People First, the employee must complete and submit the Direct Deposit Authorization Form (DFS Form # DFS-A1-26S). When submitting a completed Direct Deposit Authorization Form, Rule 69I-22.002, Florida Administrative Code (F.A.C.), requires employees to also submit a copy of a valid government issued identification card such as a driver's license. The Department will use the identification card to support and validate the request for direct deposit. The Department will not authorize requests for direct deposit without a copy of a valid government issued identification card.

All changes to an employee's active Direct Deposit Authorization (official name changes, account number changes, etc.) not completed online must be submitted to the Department on a Direct Deposit Authorization Form (DFS Form # DFS-A1-26S) along with a copy a valid government issued identification card. The Department will accept written requests to stop an active Direct Deposit Authorization if the request contains the employee's name, social security number, a clear statement to stop the active Direct Deposit Authorization, signature of the employee, and a copy of a valid government issued identification card.

Employees may request an exemption from participating in the direct deposit program based on hardship. The employee must provide their agency Director of Administration or designee an exemption request. The request must contain the employee's full name, last four digits of their social security number, date, mailing address, and a clear explanation of the reason(s) the employee believes a hardship will exist if required to participate in the direct deposit program. The Director of Administration or designee will review the request and maintain the original documents. The Department may request verification that the agency is collecting and maintaining records of the employee's hardship.

Employees receiving salary payments by direct deposit will also receive state issued payments by direct deposit if the social security number and last name in the agency's FLAIR Employee Vendor File match the information in the agency's W-4 File. If this criteria is not met, the employee will receive a paper warrant.

Remittance advice is not printed for employees receiving payments by direct deposit. Employees may view salary and other payments by accessing the Employee Information webpage located at <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>.

## **Retirees**

Section 17.076, F.S., requires retirement benefits for retirees who retired after July 1, 2000 be paid by direct deposit. To facilitate this requirement, retirees can request Direct Deposit Authorization using the Florida Retirement System website at <https://www.rol.frs.state.fl.us/login.aspx>.

If a retiree cannot complete a Direct Deposit Authorization request through the Florida Retirement System website, the retiree must complete the Direct Deposit Authorization Form (DFS Form # DFS-A1-26R). When completing a Direct Deposit Authorization Form, Rule 69I-22.002, F.A.C., requires retirees, or the retirees' authorized Power of Attorney on file with the Florida Retirement System, to submit a valid government issued identification card such as a driver's license. The Department will use the identification card to support and validate the request for direct deposit. The Department will not authorize requests for direct deposit without a copy of a valid government issued identification card.

Retirees can request to stop or make changes to direct deposit information through the Florida Retirement System website at <https://www.rol.frs.state.fl.us/login.aspx>. If the update cannot be completed online, the retiree, or the retirees' authorized Power of Attorney on file with the Florida Retirement System, must submit a new Direct Deposit Authorization Form (DFS Form # DFS-A1-26R) along with a copy a valid government issued identification card. If the stop request cannot be completed online, a written request must be submitted. The request must contain the retiree's name, social security number, a clear statement to stop the active direct deposit account, signature of the retiree, and a copy of a valid government issued identification card.

While the Department and the retiree's financial institute validate the change, the retiree might receive salary payments by warrant.

## Vendors

Vendors are encouraged to set up a Direct Deposit Authorization to receive payments electronically. Vendors must submit an original completed Direct Deposit Authorization Form (DFS Form #DFS-A1-26E) to the Department. The Department will audit the request before approving it.

If a vendor must change an active Direct Deposit Authorization, the vendor must submit a new Direct Deposit Authorization Form (DFS Form #DFS-A1-26E). To stop an active Direct Deposit Authorization, the vendor must submit a request to stop the Direct Deposit Authorization in writing on business letterhead.

Vendors have the option to elect not to receive paper remittance advices. Vendors indicate this choice on the Direct Deposit Authorization Form. If a vendor requests this option, on the day the agency would have received a paper remittance advice for the vendor, the vendor will be listed on RDS report CNPPEXXR notifying the agency that no remittance advice will be printed for that vendor. Agencies can request their RDS Access Control Custodian to establish an RDS Form ID for the report titled "EFT PAYEES NOT RECEIVING REMITTANCE ADVICE" (PROGRAM NAME "CNPPEXXR"). The RDS Form ID is "XXHM," where XX represents the agency's two-digit Central Agency ID.

In order for a vendor to receive payment by direct deposit, the name and Taxpayer Identification Number (TIN) listed on the Direct Deposit Authorization must match the TIN and name listed on *Name Line One* of the Statewide Vendor File Sequence. If the items match, FLAIR then removes any special characters and spaces and compresses the *Name Line One* and the vendor name on the FLAIR Direct Deposit Authorization Record. These two fields are compared and, if both fields are an exact match, FLAIR will issue the payment as direct deposit.

To determine if a vendor has been established in the EFT Authorization File, access the FLAIR ET function. Vendors can be selected either by number or alphabetically. There can only be one FLAIR EFT record per vendor number.

If you have any questions about direct deposit, please contact the Direct Deposit Section at [DirectDeposit@MyFloridaCFO.com](mailto:DirectDeposit@MyFloridaCFO.com) or (850) 413-5517.