



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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



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

(850) 488-2415  
FAX (850) 488-8944

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

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**MEMORANDUM 016-16HR**

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Direct Deposit

DATE: May 9, 2016

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**PER THE FLORIDA DEPARTMENT OF FINANCIAL SERVICES:**

Currently, the Department receives fewer than 75 faxed forms per month; more than 95% of the Direct Deposit Authorization requests are completed through People First, *which is the preferred method.*

Unless completed through People First, effective May 20, 2016 employees must mail their Direct Deposit requests to the Department of Financial Services at:

**Direct Deposit Section  
Florida Department of Financial Services  
200 East Gaines Street  
Tallahassee, Florida 32399-0359**

The Bureau of Vendor Relations will no longer accept faxes. All Direct Deposit Authorization Forms received by fax after the effective date will not be processed.