

DIRECT DEPOSIT EMPLOYEE AUTHORIZATION
STATE OF NORTH DAKOTA **SFN 50428**

Employees are allowed to have their pay direct deposited in up to three accounts. The amounts may be deposited into both checking and savings accounts.

A multiple job employee or an employee with the State of ND and Higher Education may only have one direct deposit record. *

Employee Name: Enter the employee's name.

Empl ID#: The id# of the employee that this form is for.

Signature: The employee's signature is required for the authorization of direct deposit.

Date: The date this form is signed.

Bus Unit/Set ID#: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Dept #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Pay Group: This is either PG1 (salaried employees), PG2 (hourly employees), or MJ1 (employees that are employed by more than one agency or have two positions within one agency).

Priority #: Enter a priority number. The lower the priority number the higher the priority. During calculation, distributions are made to accounts in order of their priority number. The system uses the priority if the employee's net check cannot cover all the deposit definitions.

Effective Date: The date that this deposit will go into effect.

Direct Deposit Action: Check the appropriate box (started, changed, or stopped).

Financial Institution: Enter the bank name, city, and state that the direct deposit will be sent to.

Account Type: Check the applicable type.

Deposit Type: Check the applicable box. If flat amount is checked enter the amount to be deposited. If percentage of pay is checked then enter the percent to be used.

Bank ID and Account Number: Enter the routing and account number from the voided check.

A **voided check blank**, not a deposit slip, is to be given to the payroll clerk or human resources department for each direct deposit account chosen.

If the employee has a portion of their net pay set up on direct deposit and the balance paid by check, the payroll clerk may check the "suppress DDP Advice Print" and the direct deposit information will be included on the check stub instead of two separate documents. All employees with access to self service should have the "suppress DDP Advice Print" box checked. They have access to view or print their DDP advices on-line.

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