

State of Tennessee Direct Deposit Authorization Form

NOTICE: Enrollment or updates to direct deposit using a personal bank account can be completed by logging onto the Edison>HCM>Self Service (ESS)>Payroll Compensation and click on the Direct Deposit. If you cannot access ESS, or are not comfortable completing this process on your own, or would like to enroll in direct deposit with a payroll card, **please complete this form and return it to Finance & Administration Central Payroll.** For assistance using ESS or completing this form, please contact the Central Payroll Call Center at 615-741-PAID (7243) or 1-877-944-3873.

SECTION 1: PERSONAL INFORMATION			
Employee Name: _____	Today's Date: _____		
Employee ID: _____	Agency Name: _____		
Work Phone: _____	Last Four Digits of Social Security Number: _____		
SECTION 2: ENROLLMENT/CHANGE OPTIONS			
<input type="checkbox"/> Add (Enroll)	Select one: <input type="checkbox"/> Personal bank account (Continue to Section 3). <input type="checkbox"/> Payroll card (Skip to Section 4). <input type="checkbox"/> Personal bank account and a payroll card (Continue to Section 3).	PAYROLL CARD NOTICE: Please be advised that payroll cards are created and mailed directly to the employee's home address specified by the employee in Edison. Please ensure that information is correct before submitting this request.	
<input type="checkbox"/> Change	I am currently enrolled in direct deposit and would like to do the following: <input type="checkbox"/> Change my personal bank account information (Continue to Section 3). <input type="checkbox"/> Change my enrollment option (Select an enrollment change below): <input type="checkbox"/> From a personal bank account to a payroll card (Skip to Section 4). Note: Enrollment will not be changed until 10 business days after payroll card account number is received from vendor. <input type="checkbox"/> From a payroll card to a personal bank account (Continue to Section 3), or <input type="checkbox"/> Use both personal bank account and payroll card. (Continue to Section 3 and enter "Payroll Card" for the bank name where applicable) <input type="checkbox"/> Delete an additional bank account currently used for direct deposit. I understand I can't delete my main account.		
<input type="checkbox"/> Other	Please explain (e.g. change the amount/percentage only): _____		
SECTION 3: PERSONAL BANK ACCOUNT INFORMATION			
Remaining Balance Account Information (Required)		Additional Bank Accounts for Multiple Direct Deposits (Optional)	
<input type="checkbox"/> Add <input type="checkbox"/> Change	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Remaining Balance Account	Priority 1 Account	Priority 2 Account	
Bank Name: _____	Bank Name: _____	_____	_____
Routing Number: _____	Routing Number: _____	_____	_____
Account Number: _____	Account Number: _____	_____	_____
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or Percentage: <input type="checkbox"/> \$ <input type="checkbox"/> %	<input type="checkbox"/> \$ <input type="checkbox"/> %	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Multiple Accounts: <input type="checkbox"/> "By checking this box, I understand that when choosing more than one account for direct deposit, the amount selected above for my 'Additional' bank will be deposited first and the remainder of my pay will go to my remaining balance account. If the amount selected above exceeds the total net amount of my pay, I understand no money will be deposited to my remaining balance account. It is my responsibility to ensure adequate funds are available for deposit to each of my elected accounts." Additional information on using multiple accounts for deposit can be found on the Statewide Payroll Site. NOTE: If using BOTH a personal bank account and a payroll card, either account can be designated as the remaining balance account. Simply enter the bank account information under the desired account and enter 'payroll card' under the other.			
SECTION 4: ENROLLMENT ACKNOWLEDGEMENT & AUTHORIZATION			
By signing below, I hereby authorize and request the State of Tennessee 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 and/or the payroll card. 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 Tennessee. In addition, I authorize the above indicated to be taken with regard to my direct deposit account(s) and acknowledge that I understand the following:			
<ul style="list-style-type: none"> This authorization revokes all prior notifications as to my net pay. A voided check or statement from the financial institution showing the account number and routing number for each account MUST be included when I mail or fax this form in order for the direct deposit account to be established. If requesting payment via a personal bank account, I understand that if my remaining balance account direct deposit is returned two consecutive times, I will be automatically enrolled to receive a payroll card for my remaining balance account. If requesting payment via a payroll card, I understand that I may switch to direct deposit via personal bank account at any time. I have read and understand the fee schedule and disclosures (as required by 12 CFR Part 1005 Regulation E), available on F&A Central Payroll website at https://www.teamtn.gov/finance/financial/doa.html. I acknowledge that all payroll card correspondence, including the actual payroll card, will be mailed to my home address as listed in Edison. 			
Employee/Payee's Signature: _____		Date: _____	
ACTION: MAIL SIGNED FORM			
Mail completed and signed form along with voided check to: TN Finance and Administration Central Payroll 21 st Floor TN Tower 312 Rosa L Parks Ave. Nashville, TN 37243		Or fax to: 615-253-4167 If you have questions related to mailing this form, please contact the Central Payroll Call Center at 615-741-PAID (7243), or 1-877-944-3873.	

State of Tennessee

Direct Deposit Authorization Form Instructions

The State provides two options for receiving your payroll compensation electronically:

- Direct deposit to a bank account with your financial institution.
- Direct deposit to a Payroll Card issued through a State contract.

The easiest way to sign up or make changes to a direct deposit using a personal bank account is through Employee Self Service (ESS) in Edison. If you wish to sign up for a Payroll Card, you must submit the State of Tennessee Direct Deposit Authorization Form. Edison can be accessed at <http://hub.edison.tn.gov>. Once you are logged into Edison, use either of the following navigations to access the page to change your account information:

- Home Page > Self-Service > Employee Workcenter > Direct Deposit.
- Navigator > HCM > Self-Service > Payroll and Compensation > Direct Deposit.

If you have any questions, please contact the Central Payroll Call Center at 615-741-7243 or toll-free 1-877-944-3873.

If you cannot access ESS or would like to sign-up for a Payroll Card, please follow the instructions below to complete the State of Tennessee Direct Deposit Authorization Form. Additional explanation has been provided for some items to assist you as you complete the form. If you still have questions or are unsure how to complete a specific section, please contact the Central Payroll Call Center at 615-741-7243 or toll-free at 1-877-944-3873.

Section 1: Personal Information

This section must be completed to provide identifying information so that your profile can be located in Edison.

- The Employee ID is assigned upon beginning employment with the State. Below are a few places you can locate your Employee ID:
 - Timesheet within Edison
 - Remittance Advice that accompanies your paycheck.
 - Agency Payroll Officer.

Section 2: Enrollment/Change Options

This section must be completed to provide instruction on the action to be taken on your behalf. There are three major divisions within this section:

- Add (Enroll) – you should select this if you are enrolling in direct deposit for the first time.
- Change – you should select this if you are making any type of change to your existing direct deposit accounts or election.
- Other – this selection should be made if the desired change request does not fall under either of the other categories. A detailed explanation must be provided.

Section 3: Personal Bank Account Information

Within Edison, a direct deposit can be split into up to three accounts using either a percentage or set dollar amount. Below is an explanation of the system functionality as well as an explanation of the accounts.

- **Remaining Balance Account (required)** – All remaining net pay will be deposited into this account. If a single account is used for deposit, this is the where you would enter your account information. If multiple accounts are used, the net pay after deposit into other accounts will be deposited here.

All Travel and Flexible Spending Reimbursements for parking and transportation are deposited only into the Remaining Balance Account. In other words, Travel and Flexible Spending Reimbursements for parking and transportation are not subject to deposit prioritization.

- **Additional Accounts for Multiple Direct Deposits** – This section should be completed if you would like your direct deposit to be split among multiple accounts. In addition to the account information, the set amount or percent must be designated for each account.

Within this section, space has been provided to designate two additional accounts for deposit. The Priority 1 Account will receive the deposit at the amount or percent designated first, and (if included) the Priority 2 Account will receive the deposit amount or percent designated second. Any remaining funds will be deposited to the Remaining Balance Account.

Example:

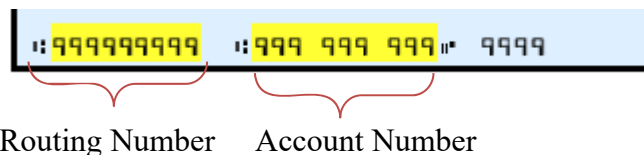
An employee has \$3,000 net pay and has the following accounts entered in Edison.

Remaining Balance Account Information (Required)		Additional Bank Accounts for Multiple Direct Deposits (Optional)		
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Change		<input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	
Remaining Balance Account		Priority 1 Account	Priority 2 Account	
Bank Name:	Regions Bank	Bank Name:	Regions Bank	Regions Bank
Routing Number:	123456789	Routing Number:	123456789	123456789
Account Number:	111111111	Account Number:	222222222	333333333
Account Type:	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount or Percentage:	<input type="checkbox"/> \$ <input checked="" type="checkbox"/> % 50	<input checked="" type="checkbox"/> \$ 250 <input type="checkbox"/> %
		Account Type:	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings

Their paycheck would be deposited as follows:

- Priority Account 1 - \$1,500
- Priority Account 2 - \$250
- Remaining Balance Account - \$1,250

Account information must be included on the form, and documentation to allow verification of the information entered must be included. Such documentation includes a voided check or a signed statement from your financial institution confirming the routing and account numbers. A voided check or signed statement for your financial institution **MUST** be included for your request to be processed. Account information on a check is as follows:



NOTE: If your account is with a Credit Union, contact your Credit Union directly to obtain the correct routing/transit and account numbers to be used for Direct Deposit.

If you are using the Payroll Card available through the State’s Contract for any of the accounts, please enter “Payroll Card” for the bank name where applicable.

Section 4: Enrollment Acknowledgment & Authorization

By signing in this section, you are authorizing the requested actions to be taken on your behalf. Additionally, you are acknowledging that you have confirmed the account information provided. If you are requesting a Payroll Card, you are also acknowledging that your address in Edison is up-to-date to ensure proper delivery of your card.

Mailed or fax the completed form to Finance and Administration Central Payroll. Before sending, you should verify the following:

- All applicable sections of the form have been completed.
- Account information entered on the form is correct.
- A voided check or signed statement from your financial institution is included.
- Section 4 has been signed.

Tennessee Payroll Card issued by Comerica

You do not have to accept this payroll card.
Ask your employer about other ways to receive your wages.

Monthly fee	Per purchase	ATM withdrawal	Cash reload
\$0	\$0	\$0 in and out-of-network	N/A

ATM balance inquiry	\$0
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Customer service (automated or live agent)	\$0
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Inactivity	\$0
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There are no other fees associated with this card.

No overdraft/credit feature.

Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit cfpb.gov/prepaid.

Find details and conditions for all fees and services in the cardholder agreement.