

## STATE OF VERMONT EMPLOYEE REQUEST FOR DIRECT DEPOSIT

I hereby request the following action and authorize the Commissioner of Finance & Management to process my direct deposit every pay period. The request will become effective with the second pay day following receipt of the direct deposit authorization by the Payroll Division and will remain in effect until such time as I become ineligible or notify you in writing to cancel my direct deposit.

<b>EMPLOYEE NAME</b>	
PRINT CLEARLY (Last, First, Middle Initial):	
EMPLOYEE SIGNATURE:	DATE (MM/DD/YYYY):

<b>EMPLOYEE NUMBER</b>				

**DIRECT DEPOSIT OF SALARY WITH A FINANCIAL INSTITUTION**

ACTION:  (BEGIN)  (CHANGE)  (CANCEL)

The remittance of credit entries to my account with the financial institution named below for any amounts owing me for salary. I hereby authorize said institution to accept such amounts and to credit my account without responsibility for correctness thereof:

**Check one:**     Checking                       Savings

NAME OF BANK: \_\_\_\_\_

ADDRESS OF BANK: \_\_\_\_\_

TRANSIT ROUTING NUMBER

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ACCOUNT NUMBER

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**\*\*Note: All financial institutions, except the VSECU, require *pre-notification (test run) before funds are sent*. Meaning, you will receive a Check the first pay cycle and your direct deposit will begin the next pay cycle after receipt of your form.**

1. ROUTING TRANSIT NUMBER – Here you would put “021001082”
2. ACCOUNT NUMBER – Here you would put “1233456789”.  
Notice we’ve not included the spaces.
3. ACCOUNT TITLE- Must include the employee name.
4. FINANCIAL INSTITUTION NAME
5. If your check includes “Payable Through” under the bank name you must contact your bank to obtain the proper Routing Transit Number for Direct Deposit Processing.

The diagram shows a check with the following fields and annotations:

- 3** points to the routing number field (021001082).
- 19** points to the year field.
- 101** points to the check number field.
- 4** points to the bank name field.
- 5** points to the "Payable Through Another Bank" field.
- 1** is labeled below the routing number field.
- 2** is labeled below the account number field.
- 3** is labeled below the check number field.

**This form can be faxed to payroll or send in the mail:**

**Fax to: 802-828-2412**  
**backup fax number: 802-828-2435**

**If faxing, do NOT send paperwork multiple times to payroll.**

**Note you can confirm payroll receipt of this fax by running an activity report on your fax.**

**MAIL FORM TO:**

**Department of Finance & Management  
Payroll Division  
110 State Street,  
Montpelier, VT 05620-3001**