



## DIRECT DEPOSIT Fact Sheet for Employees

- ?? **What Is DIRECT DEPOSIT?** It's an FCPS benefit that offers you a way to have your net pay—that's your pay after taxes and deductions—deposited directly into your checking or savings account.
- ?? **WHO CAN HAVE DIRECT DEPOSIT?** All active-status employees are highly encouraged to participate.
- ?? **HOW DOES DIRECT DEPOSIT WORK?** Each payday, Payroll will deposit your net pay into the checking or savings account of your choice using an electronic funds transfer. You don't have to be in your office to pick up your check, wait in line on payday to deposit it or make special arrangements when you are traveling. And you will still get an Employee Earning Statement ("pay stub") showing your hours, earnings, leave, taxes and deductions, just as before. Instead of being attached to a check, your pay stub will come attached to a Deposit Advice form that will indicate the bank and account number where your pay has been deposited.
- ?? **WHY IS FCPS PROVIDING DIRECT DEPOSIT?** This valuable employee benefit gets pay to staff more efficiently.
- ?? **DO I HAVE TO USE A PARTICULAR BANK?** No, FCPS will deposit your net pay into a single "checking" or "savings" account at any financial institution you choose. From there, most financial institutions offer arrangements to transfer your net pay into one or more other accounts, such as checking, savings, IRA or loan payment.
- ?? **HOW DO I SIGN UP FOR DIRECT DEPOSIT?** It's easy as 1, 2, 3:
- 1) Fill out an **Authorization Agreement for Direct Deposit of Payroll** form, available from any FCPS-networked computer online at <http://insidefcps> under Form Finder.
  - 2) So Payroll can verify the encoded numbers:
    - a) Write "Void" across a check from the account you wish to use for Direct Deposit OR
    - b) If you want your pay deposited to savings, make a copy of your savings passbook.
  - 3) Send the Authorization form with your voided check or savings passbook photocopy to:  
FCPS Payroll Department, 7630 Hayward Rd., Frederick, MD 21702
- ?? **WHEN DOES IT START?** It takes about 30 days to start your Direct Deposit transaction. This is because FCPS must first complete a process called "Prenotification" to ensure that your financial institution is part of our Direct Deposit system and that your account number is properly recognized.
- ?? **WHAT IF I WANT TO MAKE A CHANGE?** Simply file a new authorization form. To change the bank or account to which your pay is deposited, check the "change" block, and enter the bank transit number and your account number. You must do this even when remaining with the same bank but changing accounts. Submit the new authorization form to Payroll. Allow time for changes to take effect.
- ?? **WHAT IS THE RISK OF ERROR?** Many governmental and commercial employers use Direct Deposit. It has a record of high reliability. In the event that you believe that an error has occurred, contact the Payroll Office at 301-644-5048.
- ?? **WHAT IF I CLOSE MY BANK ACCOUNT?** Notify Payroll as soon as possible **in writing**. FCPS will process returned deposits on the next regular pay cycle. **FCPS will NOT issue any off-cycle checks**, so it is your responsibility to properly notify Payroll of account changes in a timely manner.