



Administrative Office of Pennsylvania Courts
Direct Deposit Change Form

This form supersedes any previous authorization and will replace all prior designations. All account(s) must be reauthorized on this form along with any new or changes in designation. Please read all instructions before completing this form. The accuracy of the information provided is solely the employee's responsibility.

XXXX - XX - _____
 Last four digits of Social Security # _____ Name of Record _____

Primary Account Type: **Checking** **Savings**

Change Financial Institution and / or Account number No Change

Financial Institution _____

Routing Number _____ - _____ **Account number** _____

Business Expense reimbursement will also be deposited into this account unless otherwise designated below.

Second Account Type: **Checking** **Savings**

Start Direct Deposit Cancel Direct Deposit No Change

Change Financial Institution and / or Account number Distribution Amount or Percentage

Financial Institution _____

Routing Number _____ - _____ **Account number** _____

Percent of Net Pay _____ % Designated Amount \$ _____

Third Account Type: **Checking** **Savings**

Start Direct Deposit Cancel Direct Deposit No Change

Change Financial Institution and / or Account number Distribution Amount or Percentage

Financial Institution _____

Routing Number _____ - _____ **Account number** _____

Percent of Net Pay _____ % Designated Amount \$ _____

Fourth Account Type: **Checking** **Savings**

Start Direct Deposit Cancel Direct Deposit No Change

Change Financial Institution and / or Account number Distribution Amount or Percentage

Financial Institution _____

Routing Number _____ - _____ **Account number** _____

Percent of Net Pay _____ % Designated Amount \$ _____

I have read and understand the instructions and procedures regarding direct deposit of my salary and business expenses. I hereby authorize and request the Commonwealth of Pennsylvania, hereinafter referred to as EMPLOYER, to direct the net amount of my periodic salary payment and business expenses for crediting to my account(s) indicated at the financial institution(s) designated herein. I further authorize the financial institution(s) to credit the same to such account(s) without responsibility for correctness of such amount(s).

This authorization will remain in effect until I initiate the required stop action in such time and in such manner as to allow my EMPLOYER a reasonable opportunity to act upon it. Furthermore, I understand that termination of employment with my EMPLOYER shall constitute sufficient authorization to terminate this agreement.

I agree to notify my EMPLOYER if I wish to change the designated financial institution(s) or account(s) to which my net salary payment is to be deposited not less than 30 days prior to the effective date of such change. I understand that failure to do so may delay the receipt of my net pay. **NOTICE: Information contained herein may be subject to telephone verification.**

Employee Signature

Date

Please return completed form to:

Administrative Office of Pennsylvania Courts
 Finance Department – Payroll Unit
 P.O. Box 61260
 Harrisburg, Pennsylvania 17106-1260
 EMAIL: payroll@pacourts.us
 FAX: 717-231-3299

Instructions:

Primary Account – you must always have an active primary account. Cancellation of direct deposit to the primary account will cancel the direct deposit to all accounts and payroll checks will subsequently be issued.

ABA Routing # -

Checking accounts:

- Obtain the 9 digit routing number from the lower left corner of a check.
- attach a voided check.
- Check's that do not contain a home address will require additional verification.

Savings accounts: contact your financial institution.

If you designate *Amounts* for direct deposit, any change in your net salary payment (changes in either salary or deductions) will change the amount deposited to the Primary Account. If the net salary payment is not sufficient to fulfill the direct deposit designation for the other accounts, the entire net salary payment will be deposited to the Primary Account. Employees should carefully monitor direct deposit amounts as shown on their earnings statement.

If you designate *Percentage* distributions, any change in your net salary payment will change the amounts direct deposited to each account in accordance with the percentages indicated.

Electronic Signatures are not accepted.