

# Make It Easy On Yourself!

# Enroll in Direct Deposit!

A Brochure for NYS Payroll and HR Staff to Distribute to NYS Employees



---

## Tri-Fold Brochure Printing Instructions

1. **Print** page 2 and page 3 of this document.
2. **Place the two pages back-to-back** in preparation for making a double-sided photo copy.
  - o Review the printed document to ensure that the information in each column lines up, so that the tri-fold will be evenly spaced.
3. **Copy** the two pages on a photocopier using the option to produce one, double-sided document.
4. **Test** the double-sided copy by folding the brochure into a tri-fold. Ensure that the columns are sufficiently spaced.
5. **Duplicate** additional brochures as necessary and provide to employees in your agency who still receive checks.

If you need assistance, please contact (518) 402-4190 or [payroll@osc.state.ny.us](mailto:payroll@osc.state.ny.us).

## Frequently Asked Questions

- Q.** How much time accruals do I need to be eligible to enroll in Direct Deposit?
- A.** OSC does provide guidelines; however, each agency mandates their time accrual requirements for employee participation in Direct Deposit. OSC encourages agencies to promote Direct Deposit participation.
- Q.** Can I select more than one account for Direct Deposit of my payroll earnings?
- A.** Yes, you can choose up to a maximum of eight different accounts at one or multiple financial institutions and indicate the percentage and/or fixed amounts to be deposited into each account.
- Q.** If I enroll in Direct Deposit, can payments be made directly to my mortgage or auto payment institution?
- A.** No, but you can designate any fixed or percentage amount of your salary earnings to be deposited into accounts at financial institutions and ask if they can make your mortgage and auto payments from your account(s).
- Q.** Can I use my joint account for Direct Deposit of my payroll earnings?
- A.** Yes. However, all account owners must sign the Direct Deposit enrollment form.



“Frequently Asked Questions” about Direct Deposit are available on the OSC Internet site:  
<http://www.osc.state.ny.us/payroll/files/ddfaq.pdf>

**Direct Deposit Enrollment Form:**  
<http://www.osc.state.ny.us/payroll/files/ac2772.pdf>

**OSC Payroll Services Contact for Direct Deposit:** 518.402.4190 [payroll@osc.state.ny.us](mailto:payroll@osc.state.ny.us)

Please contact your agency payroll officer for additional information and to enroll in Direct Deposit.

September 2007

# Make It Easy On Yourself! Enroll in Direct Deposit!



New York State  
Office of the State Comptroller

THOMAS P. DINAPOLI

## Enroll in Direct Deposit and Receive the Benefits of:

- **Reliability:** On payday, funds are automatically deposited into your selected financial account(s).
- **Security:** No worries about lost or stolen checks; funds are automatically deposited into the account.
- **Privacy:** Direct Deposit is one of the most confidential methods of processing your paycheck.
- **Convenience:** No matter where you are on payday, your pay will be in your account **on payday**. Because your pay is deposited as cash, it may begin earning interest right away, if it is in an interest bearing account.
- **Financial Control:** With Direct Deposit, you are in control.
  - ❖ You may have your entire pay deposited into one account.
  - ❖ You may split your pay among several accounts, making it easy to automatically set aside funds for savings, expenses and any other financial goals.
  - ❖ You may change your financial institution(s) or designate different account(s) at any time.

## Stress In Your Life?

- **Will** you be at work on payday?
- **Will** there be any mail delays impacting the delivery of your paycheck?
- **Will** you make it to the financial institution before it closes to cash your paycheck?
- **Do** you risk carrying cash after cashing your paycheck?
- **Do** you drive in bad weather to deposit your paycheck?
- **How** will you get your check deposited when you are on vacation?

## Reduce Stress In Your Life!

- **Enroll** in Direct Deposit.
  - ❖ It is a short form to complete.
  - ❖ Detailed instructions are provided on the back of the form.
  - ❖ If you need help in completing the form, contact your payroll or human resources officer.

## Need an Enrollment Form?

- **Obtain** the form from your payroll or human resources officer.
- **Or** access the form from the OSC Internet site:  
<http://www.osc.state.ny.us/payroll/files/ac2772.pdf>

## Myths and Realities

**Myth** “If I no longer get a paycheck, I won’t know if I’ve really been paid.”

**Reality** You will get an advice similar to a pay stub documenting your gross and net pay along with your withholding and other deductions. You can also check your account on payday to confirm the funds are in your account.

**Myth** “I don’t want my employer to have access to my financial account.”

**Reality** Your employer cannot access your financial account; there are privacy laws to protect your confidentiality.

**Myth** “I don’t trust this new technology. How do I know Direct Deposit really works?”

**Reality** Direct Deposit originated in 1974. The blackout of August 2003 did not impact the national systems that transfer funds electronically. Employees with Direct Deposit were paid on time.

**Myth** “I prefer getting a paycheck because I like to control where my money goes.”

**Reality** Direct Deposit gives you complete control of your finances. You designate the financial institution(s) and the account(s) to receive your funds.