

## State of Maryland Payroll Direct Deposit Authorization

☐ Regular	☐ Contract ☐ University of MD		MD
	Payroll System (c	check one)	
ocial Security Number Employee's Name (please print)			
gency Code authorize the State of Maryland C	Agency Name Central Payroll Bureau to take t		net salary:
Check One)			CPB Use Only
1. Deposit directly to my check (Will take at least two pay period	=		
checks until the new account is es  3. Discontinue direct deposit ar	within 21 days of receipt at CPB; yo tablished)	ou will receive 2 payroll	Effective PPE:
Bank Name: (Omit if action 3 is checked)			
Copy directly from your personal ch Do not use your deposit slip number		mber.	
Bank Number authorize the State of Maryland to deposit my net sa	Checking Accou		state of Maryland receives writt
tification from me of its termination in time and mare bank that funds to which I am not entitled have been distributed by setting off the amount erroneously paid see funds by setting off the amount erroneously paid	nner that allows the State and the bank a reasona en deposited to my account in error, I authorize drawn from that account so that return of those f	able opportunity to act upon it. In the event the and direct the bank to return said funds to the funds by the bank to the State is not possible,	hat the State of Maryland notif e State as soon as possible. If t I authorize the State to recove
Date	Employee signatu	re Daytin	ne nhone number

## **Instructions:**

- Only one checking account is permitted for direct deposit.
- Type or print only (except signature).
- Use black ink only.
- Complete all blocked areas in the top part of form except for the section "CPB use only."
- · Read authorization and sign the completed form. Unsigned or Incomplete forms will be returned.
- Deposit amount will be *full net amount* of pay.
- If changing your bank and or checking account, you will receive a payroll check until new direct deposit becomes effective.
- Do not send a voided blank check.
- Send completed form to Central Payroll Bureau, P.O. Box 2396, Annapolis, MD 21404. Phone 410-260-7401.

cpb/c/dd/0059/12-2000 PS3681