

Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

May 25, 2021

MEMORANDUM

To:

All State Agencies

From:

Dhiren V. Shah

Director

Central Payroll Bureau

Subject:

Direct Deposit Forms

Effective June 1st, 2021 CPB will require all paper Payroll Direct Deposit Authorization forms to be typed using the online fillable form found on our website:

https://www.marylandtaxes.gov/statepayroll/Static_Files/Direct_Deposit_Form.pdf

Upon opening the form, employees can type directly into the appropriate fields. When complete, the form will need to be printed, signed with a pen in blue or black ink and mailed to the address on the bottom of the form.

Due to privacy and security reasons, agencies are not to keep a copy of this form. To initiate Direct Deposit employees must complete the fillable paper form with wet signature and mail it to CPB.

Employees who currently have Direct Deposit can make changes or discontinue their Direct Deposit using our online portal - POSC:

https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx

Please call Melissa Maglin, Direct Deposit Supervisor at 410-260-7002 if you have any questions regarding this change.



STATE OF MARYLAND PAYROLL DIRECT DEPOSIT AUTHORIZATION

Payroll System (Check one)	Regular X	Contract	University o	f Maryland
Social Security Number Agency Code Agency Name (please print) Agency Name (please print) Bowie State University				
I authorize the State of Maryland Central Payroll Bureau to take the following action with my net salary:				
(Check One) 1. Initiate deposit directly to my checking/savings account (Will take at least two pay periods to allow for pre-note process.) 2. Change account type(checking/savings account), and/or bank routing number to which my net salary is deposited (cancel of old account will occur within 21 days for receipt of CPB; you will receive a payroll check until the new account is established) Do not close account until payroll check is issued.			CPB Use Only	
	into my checking/savings and issi il payroll check is issued.		d.	Effective PPE: Processed by:
Bank Number Verify carefully. For checking, copy directly from your personal check. Do not include your check number. Do not use your deposit slip number. IAT requirement Check box if your full net pay is subsequently transferred to a foreign bank.				
I authorize the State of Maryland to deposit my net salary to the bank and account named above. This authorization is to remain in force until the State of Maryland receives written notification from me of its termination in time and manner that allows the State and the bank a reasonable opportunity to act upon it. In the event that the State of Maryland notifies the bank that funds to which I am not entitled have been deposited to my account in error, I authorize and direct the bank to return said funds to the State as soon as possible. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to the State is not possible, I authorize the State to recover those funds by setting off the amount erroneously paid me from any future payments from the State until the amount of the erroneous deposit has been recovered, in full. Date Employee signature Daytime phone number				
Instructions:	Original wet signat	ure required)	Da	уние рионе питоег

• Only one account is permitted for direct deposit. You can choose either checking or savings not both.

- Type 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. Only original forms will be accepted. Unsigned or Incomplete forms will be returned.
- Deposit amount will be full net amount of pay into either your checking/savings account.
- If changing your account type, bank and or account number, 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.