

STATE OF MARYLAND PAYROLL DIRECT DEPOSIT AUTHORIZATION

Social Security Number Agency Code	Employee's Name (please print) Agency Name (please print)
I authorize the State of Maryland Central Payroll Bureau (Check One) 1. Initiate Deposit directly to my checking/savings account	to take the following action with my net salary: CPB Use Only
 (Will take at least two pay periods to allow for pre-note proced.) 2. Change account type(checking/savings account), and/or bank is deposited (cancel of old account will occur within 21 days a payroll check until the new account is established) Do not close account until payroll check is issued. □ 3. Discontinue direct deposit into my checking/savings and issued. □ Bank Name: (Omit if action 3 is checked) 	for receipt of CPB; you will receive
Account Type: (Must Check One) If not marked this form will be returned Checking	Savings Processed by:
Checking/Savings Account Number	arefully. For checking copy directly from your personal check. Do not your check number. Do not use your deposit slip number.
thorize the State of Maryland to deposit my net salary to the bank and according to the State of Maryland to deposit my net salary to the bank and according to the State of Maryland notifies the bank that funds to which I are bank to return said funds to the State as soon as possible. If the funds errone	nanner that allows the State and the bank a reasonable opportunity to act up not entitled have been deposited to my account in error, I authorize and one of the state of the

Date

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

Employee signature

- 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.

Daytime phone number