



DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management

OPM 236-A

**MANDATORY DIRECT DEPOSIT NOTIFICATION**  
(To be signed by all new hires, and rehires after August 12, 2005)

In accordance with Act 1887 of 2005, as a condition of employment, a person hired or appointed to a position in any agency in State government on or after August 12, 2005 shall be required to accept payment of salary or wages by electronic warrants transfer (ACH). The ACH payment shall be in the form of a direct deposit. The Chief Fiscal Officer of the State has the authority to grant exemptions to the direct deposit requirement due to hardship or any other reasonable basis.

I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the law and enroll and remain enrolled in direct deposit or request an exemption from these requirements.

Applicant Name (Please Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Name \_\_\_\_\_ Hiring Supervisor \_\_\_\_\_

Position # \_\_\_\_\_ Position Title \_\_\_\_\_

Please indicate Type of account:     Checking     Savings

Due to the time required for company and bank processing, allow one or two pay periods for processing. You will receive a regular paycheck until the change has been processed

**Attach voided check below:**

