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STATE OF WASHINGTON

Authorization for Automated Clearing House (ACH) Direct Deposit of Wages

Employee: (1) Complete the upper portion of the form, sign, and date.

(2) Have your financial institution complete the lower portion, or attach a voided check (see below).

(3) Deliver the completed form to your Payroll Office.

Payroll: (1) Ensure that the employee receives a copy of the completed form.

PAYROLL NAME (Last, First, Initial)	EMPLOYEE ID NO*	AGENCY	AGENCY CODE
		Dept. of Labor and Industries	235

^{*}Provide your employee identification number if available.

In accordance with RCW 43.41.180, I hereby authorize and request the State, until this authorization is revoked as described below, to transfer the full amount of my state salary, after mandatory and authorized deductions, to the designated financial institution for deposit in my account.

In the event that the State may be legally obligated to withhold any additional part of my salary payment for any reason, I understand that the State shall have the authority to immediately terminate any transfer made under this authorization.

If the State discovers that the *electronic transmission* for this authorization for any reason will result in an overpayment of salary or wages actually due and payable to me, I hereby authorize the State to either process a reversing transaction that will result in sending the net pay amount back to the state, or seek full reimbursement of the overpayment by whatever means is appropriate.

If any action taken by me or my financial institution, without adequate notification to my agency payroll office, results in non-acceptance of the transfer by the designated financial institution, I understand that the State assumes no responsibility for processing supplemental payroll payments until the funds are returned to the agency by the financial institution.

This authority is in force until written notification is received from me regarding its termination, or my death.

If PAY CARD is selected below, the pay card merchant will verify the information provided to identify me. I understand the rules and applicable fees are in the terms and conditions of the pay card merchant. I understand that Bank of America CashPay® Visa Payroll Card terms and conditions can be found at http://www.bankofamerica.com/cashpay. I understand the pay card is intended for deposit of payroll and other state-initiated payments. By signing this authorization and selecting PAY CARD below I agree to abide by the cardholder terms and conditions. I understand and agree that CashPay is a service provided by Bank of America to me and I agree to pay any and all fees incurred through use of the card, and to hold the State of Washington and its agencies and officers harmless for any and all costs, fees, or damages incurred through the use of the card.

Banking information can be provided as follows: Note: The completed form is valid only if items a) or b) are completed.

- a) If selecting ACH to your existing financial institution, complete the bottom section. Your financial institution can provide the correct routing number and account number suitable for ACH. You may also attach a voided check.
- b) If PAY CARD is selected, information is to be completed by agency Payroll/Human Resources

NAME OF FINANCIAL INSTITUTION	CHECK THE TYPE OF ACCOUNT TO BE DEPOSITED: CHECKING ACCOUNT SAVINGS ACCOUNT PAY CARD (if offered by your agency)					
FINANCIAL INSTITUTION/AGENCY USE ONLY						
ROUTING TRANSIT NUMBER	ACCOUNT NUMBER					
(must be 9 digits, see reverse)	(as required by financial institution for ACH, see reverse)					
EMPLOYEE'S SIGNATURE	DATE					

ACH Information:

What should I do if my account information changes?

If your deposit account information changes for any reason, you must notify your payroll office immediately.

If your account is closed or frozen, the account or routing number is changed, or your account is otherwise unable to receive deposits and you do not notify your agency payroll office one week before the established pay date, your agency may not be able to change the payment information before the payment is sent.

If the payment is sent to the wrong account because you did not inform the payroll office of a change with sufficient time to change the payment information, the state is not responsible for the payment until it is returned by the financial institution.

If a payment is rejected or returned by your institution, the state cannot release payment to you until the funds have been returned to the state—usually 3-4 banking days.

CashPay Visa Payroll Card

Terms and Conditions

Detailed terms and conditions for use of the CashPay Card are available by visiting the Bank of America CashPay website here: http://www.bankofamerica.com/cashpay and clicking "Terms and Conditions" in the web page footer. These terms and conditions constitute an agreement between you and Bank of America for the voluntary use of their banking services.

The State of Washington has negotiated rates that are different from those listed in the Terms and Conditions. The State of Washington rates are available at http://www.ofm.wa.gov/resources/payroll.asp. If your employment relationship with your agency ends (even if you are transferring agencies) the rates for your card will immediately revert to those listed in the Bank of America CashPay Card Terms and Conditions.

If you are transferring agencies, you should inform both agency payroll offices immediately. This will allow your account to be reissued under the new employing agency. Delayed agency notification may cause fees to be charged to your CashPay account.

How long will it take to set up my account?

If you choose Pay Card, your agency will set up your account right away. Once you receive the card package in the mail (7-10 days), activate your card following the instructions enclosed in the packet, and notify your payroll office so your CashPay account can be funded.

No matter what type of ACH account you choose (checking, savings, Pay Card) the payroll system must validate the account exists. This can take from three to ten days. Until this process completes, you will receive a paper warrant for your net pay on pay day.

Check Routing and Account Number Examples:

YOUR NAME PRE-PRINTED				4444
HOMETOWN USA				
PAY TO THE ORDER OF:				
			_ Dollars	\$
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Routing Number		Check Nur	nber	
YOUR NAME PRE-PRINTED				4444
HOMETOWN USA				
PAY TO THE ORDER OF:				
			_ Dollars	\$
# # .%&'()*+,#	# # \$\$((((0	X # #	&′()*:	# % O #

Check Number

Account Number

Routing Number