



The Maryland-National Capital Park and Planning Commission 6611 Kenilworth Avenue Suite 204,  
Riverdale, Maryland 20737

## M-NCPPC Direct Deposit Form

Employee Full Name: \_\_\_\_\_

M-NCPPC Employee ID#: \_\_\_\_\_

Last 4 SSN: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

- Please provide a copy of your State (Driver's License) or Government issued I.D. (Passport)
- Please provide a copy of a voided check and/or direct deposit authorization for each account listed below from your banking institution

I hereby authorize the M-NCPPC Payroll Office to:

- Start Direct Deposit
- Change my Direct Deposit as follows:
  - Change all (a change all replaces the direct deposit authorization currently on file. Fill in every line of bank information)
  - Add new account (existing accounts will remain unchanged)
  - Remove one account (other accounts will remain unchanged, but keep in mind you must have one remaining deposit account and/or full 100 % deposit account)

**Note:** If you are signing up for direct deposit for the first time or have elected "change all" above, you must complete line number 1 below. Line numbers 2, and 3 are optional: use these lines to authorize M-NCPPC to directly deposit fixed dollar amounts or percentages of your pay into additional accounts. **\*You must have one remaining deposit account\***

Bank Name	Routing Number	Type of Account	Deposit Amount
1.	Routing #: _____ 9 Digits Account #: _____	<input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Pay Card	<b>Remaining Deposit Or Full Deposit (100%)</b>
2.	Routing #: _____ 9 Digits Account #: _____	<input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Pay Card	<b>Partial Deposit:</b> Fixed amount: \$ _____ OR Percentage: _____%
3.	Routing #: _____ 9 Digits Account #: _____	<input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Pay Card	<b>Partial Deposit:</b> Fixed amount: \$ _____ OR Percentage: _____%

I certify that the above account(s) are in the U.S., bear my name and that I am an unrestricted and authorized signor on each account. I authorize The Maryland-National Capital Park & Planning Commission (M-NCPPC) and the bank(s) indicated above to deposit the assigned amount of my pay automatically into my account(s) each payday. If money to which I am not entitled is deposited into my account, I understand that the M-NCPPC has the authority to direct the bank(s) to return those funds. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank is not possible, I authorize the M-NCPPC to recover those funds by offsetting the amount paid me from any future payments from the M-NCPPC until the amount of the erroneous deposit has been recovered, in full. I have read the information contained in this form and my signature confirms my understanding.

I understand this authorization will override any previous authorization and will remain in effect until revoked by my written request. I understand that I must immediately notify the Payroll Office before I close any/all account(s) listed above while this authorization is in effect.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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**Direct Deposit Opt-out Form** - While it is Corporate policy to receive pay via a direct deposit, there are circumstances that don't allow this as a viable option. In these cases, employees can Opt-out of direct deposit for reasonable cause. Below are your options if you are unable to participate in the direct deposit program. Note that paycheck fraud is at a HIGH and opting out of the security offered by direct deposit risks the delivery of your pay in a timely fashion. Lost or stolen checks may take seven business days to replace and may require your filing of a police report in the case of check fraud, which could extend this replacement time frame further. In the event of an emergency that impacts payroll processing, only direct deposit/Pay Card participants may get paid on-time. Paper checks could be delayed a week or more depending on the situation.

**Alternative to Direct Deposit Pay Cards** - Consider obtaining a Pay Card if a regular bank checking or savings account is undesirable or not possible. Pay Cards work like a credit card except the amount you can spend is limited to the balance in the account. A Pay Card can be used to sign up for direct deposit as the banking information required is provided by a Pay Card and works the same as far as when deposits are made and comes with additional security benefits as no check can be lost in the mail or stolen. Lost or stolen cards can be canceled and reissued when reporting requirements are met. Your Pay Card agreement will detail the protections of your balance. Be sure to read and understand the terms before signing up. M-NCPPC does not issue pay cards, you will have to attain a pay card via third party.

**Opt-out and receive a paper check - sign below** - By opting-out of the direct deposit program and the Pay Card option, you are accepting the risks associated with the mailing of your paycheck to your address on record. Pay checks will be mailed no later than the Friday associated with your pay cycle. They cannot be picked-up or delivered to a work location. Due to postage service delivery schedules you may not receive your paper paycheck until Monday or later. Payroll will not consider reissuing checks not received before the end of the week following mailing, or five business days.

**OPT-OUT Authorization**

By signing below, I am instructing the M-NCPPC to deliver my pay via a paper check mailed to my address on file. I understand and accept that my paycheck may be delivered later than the date typical of those with direct deposit or a pay card would expect. For payments not made by electronic funds transfer (direct deposit), all paper checks shall be mailed by Payroll and shall be dated the date of the employees pay date. No post-dated paper checks shall be mailed prior to the designated payday. The M-NCPPC assumes no responsibility for the delay in receiving a paper check via the US Postal Service (USPS) or its equivalent. Should a paper check have to be reissued due to a lost check, employee may have to wait for as much as five business days before a replacement check will be issued and mailed after the receipt of an affidavit attesting to the loss. Should a paper check be the subject of fraud/theft, employee may be required to provide a police report in addition to signing an affidavit of the theft, which can delay replacement further.

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Payroll Office Use Only:**

**Processed By:** \_\_\_\_\_

**EE ID#:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_