wvOASIS PAYROLL DIRECT DEPOSIT CHANGE FORM INSTRUCTIONS

To process a Payroll Direct Deposit Change request, the employee must do the following:

- 1. Provide First and Last Name
- 2. Provide wvOASIS Employee ID (Can be provided by your payroll department.)
- 3. Provide Social Security Number
- 4. Complete, Sign, Date the form and Print your name below the signature.
- 5. Deliver the form with your account documentation to your State Agency Payroll Department for completion.

Payroll Primary Account

- 1. To Change Account Information From, list the name of the Bank your net pay is currently being deposited as well as the Routing and Account number. Indicate whether the account is a checking or savings. To help prevent a delay in receiving your pay, do not close your old account until you have received a payment in the new account.
- 2. List the name of the <u>new</u> Bank to which your funds will <u>be deposited</u> as well as the Routing and Account number.
- 3. Indicate whether the account is checking or savings. Please select one box ONLY!
 - a. Checking

Attach a voided check, Financial Institution statement, or a letter from the Financial Institution (on FI letterhead) listing the account information, printed name, and signature of the Financial Institution representative, title and contact information.

b. **Savings**

Attach a Financial Institution statement or letter from the Financial Institution (on FI letterhead) listing the account information, printed name, and signature of the Financial Institution representative, title and contact information.

Payroll Secondary Account(s)

- 1. List the name of the Bank your secondary amount is currently <u>being deposited</u> as well as the Routing, and Account number.
- 2. List the current dollar amount that is being deposited to your secondary account.
- **3.** Indicate whether you want to Change Account Information From or Change Amount Only. Please select one box ONLY!
- **4.** If you want to change your current secondary account on file, please select the Change Account Information From box.
- **5.** If you select the Change Account Information From box, you must list the new Bank Name, Routing and Account Number as well as the dollar amount under the Change Account Information To section.
- **6.** Select the Change Amount Only box if you want to keep the same account and change the dollar amount. If changing amount only please list new amount under Change Account Information To section.

WVOASIS PAYROLL DIRECT DEPOSIT CHANGE FORM INSTRUCTIONS

Payroll Secondary Account(s) - Continued

- 7. To **cancel** an account list the Bank Name, Routing and Account number and dollar amount as \$0.00. Select the Change Amount Only box.
- 8. Indicate whether the <u>new</u> account is checking or savings. <u>Mark one box ONLY!</u>

a. Checking

Attach a voided check, Financial Institution statement, or a letter from the Financial Institution (on FI letterhead) listing the account information, printed name, and signature of the Financial Institution representative, title and contact information.

b. Saving

Attach a Financial Institution statement or letter from the Financial Institution (on FI letterhead) listing the account information, printed name, and signature of the Financial Institution representative, title and contact information.

9. Changes to more than two secondary accounts will require an additional form to be completed and signed.

To complete the employee's Payroll Direct Deposit request, the State Agency Payroll Department must do the following:

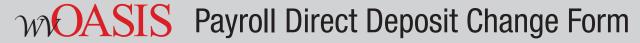
- 1. Provide the State Agency Name.
- 2. Provide a Phone Number.
- 3. Sign and Date the form confirming it was received from the employee.
- 4. Review the form and make sure it has been completed.
- 5. Attach the form along with the documentation to the NPD document before submitting into the workflow.

WOASIS Payroll Direct Deposit Change Form

West Virginia State Auditor's Office, ePayments Division www.wvsao.gov

PLEASE FORWARD TO YOUR STATE AGENCY PAYROLL DEPARTMENT ONCE COMPLETED

First Name:	MI:	Last Name:	
wvOASIS Employee ID:			
SSN:			
PAYROLL PRIMARY ACCOUNT CHANGE			
CHANGE ACCOUNT INFORMATION	ON FROM		
BANK NAME:		Checking - Attach a voided check	
ROUTING #:		Saving	
ACCOUNT #:			
CHANGE ACCOUNT INFORMATIO	ON TO		
BANK NAME:		Checking -	Attach a voided check
ROUTING #:		Saving	
ACCOUNT #:			
PAYROLL SECONDARY ACOUNT(S) If you	ı have more than two secondary acco	ounts, please complete an add	litional form.
CURRENT ACCOUNT INFORMATI	ON ON FILE		
BANK NAME:		ttach a voided check	Change acct info from
ROUTING #:	Saving		Change Amt only
ACCOUNT #:	Dollar Amt:		
CHANGE ACCOUNT INFORMATIO	ON TO		
BANK NAME:	Checking - A	Checking - Attach a voided check	
ROUTING #:	Saving		
ACCOUNT #:	Dollar Amt:		



West Virginia State Auditor's Office, ePayments Division www.wvsao.gov

PAYROLL SECONDARY ACCOUNT(S) CONTINUED

CURRENT ACCOUNT INFORMATION ON FIL	LE .			
BANK NAME:	Checking - Attach a voided check	Change acct info from		
ROUTING #:	Saving	Change Amt only		
ACCOUNT #:	Dollar Amt:			
CHANGE ACCOUNT INFORMATION TO				
BANK NAME:	Checking - Attach a voided check	Checking - Attach a voided check		
ROUTING #:	Saving			
ACCOUNT #:	Dollar Amt:			
I hereby authorize the State of West Virginia, hereinafter called as adjustments for credit entries made in error. The STATE will regarding information provided on this form. This authority is afford the STATE a reasonable opportunity to act. I further ack web site. Print Name: Employee Signature:	Il not be responsible for any loss that may arise solely by to remain in full force and effect until I have filed a new	y reason of error, mistake or fraud payroll form in a timely manner so as to		
To be completed by the State Agency Payroll Department				
State Agency:	Phone:			
I hereby certify I am a payroll representative of the herein named St listed and attached with this authorization has been received from t		nation		
Payroll Representative's Signature:				
	Date:			
Pursuant to Section 7 of the Privacy Act of 1974, the disclosure of your Social direct deposit payments as is required and authorized by the federal governm will prevent us from processing your direct deposit request.				

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