



Welcome to UMGC!

Please take a moment to review this important information regarding paychecks and direct deposit at University of Maryland Global Campus (UMGC).

UMGC is a state of Maryland employer. The state of Maryland's Central Payroll Bureau (CPB) processes our live paychecks and direct deposit transactions. While the state of Maryland does not allow employers to make direct deposit mandatory, UMGC highly encourages all staff and faculty to enroll by completing the attached State of Maryland Payroll Direct Deposit Authorization Form. When enrolling in direct deposit, please allow up to two pay periods for processing. **If after two pay periods your direct deposit has not taken effect, please contact CPB directly at 410-260-7401 to follow up.**

Most banks offer incentives for customers that enroll in direct deposit. In addition, with direct deposit, your pay is in your account by 12:01 a.m. on payday, as opposed to waiting for the check to come in the mail. UMGC cannot guarantee that your check will arrive on payday or will not get lost in the mail.

UMGC mails live paychecks every other Thursday, the day before payday. If a paycheck gets lost in the mail, UMGC's Office of Payroll must submit a request to the state to stop payment and ask for a replacement check. The process for a replacement check takes 7 to 10 business days to complete. Employees that do not enroll in direct deposit must then wait to receive the replacement check from the state.

Once enrolled in direct deposit, if you want to change your bank or account, you must keep the current account open, until your direct deposit form, initiating your change is processed by CPB. You will receive a live check while a pre-note process is run to validate the bank information for your new account. If you close the old account before CPB receives and processes your form, your paycheck will be delayed, as the state must wait for your old bank to reject the funds, sending them back to CPB, who will then process a live paper check to be sent to you via the U.S. Postal Service.

To ensure your check is mailed to the correct address when making changes to your direct deposit, it is crucial that your home address is current at all times with the state (CPB) and UMGC. You may update your address by submitting a W-4 Form to CPB.

For more information, please visit Payroll's Engage site at <https://engage.umuc.edu/community/payroll> or email the Office of Payroll at [ucpayroll@umuc.edu](mailto:ucpayroll@umuc.edu).



# STATE OF MARYLAND PAYROLL DIRECT DEPOSIT AUTHORIZATION

Payroll System (Check one)

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Regular

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Contract

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University of Maryland

Social Security Number

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Employee's Name (please print)

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Agency Code

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Agency Name (please print)

UMGC

I authorize the State of Maryland Central Payroll Bureau to take the following action with my net salary:

**(Check One)**

- ☐ 1. **Initiate** deposit directly to my checking/savings account  
(Will take at least two pay periods to allow for pre-note process.)
- ☐ 2. **Change** account type (checking/savings account), and/or bank routing number to which my net salary is deposited (cancel of old account will occur within 21 days for receipt of CPB; you will receive 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 issue a payroll check instead.  
**Do not close account until payroll check is issued.**

CPB Use OnlyEffective PPE:Processed by:**Bank Name:***(Omit if action 3 is checked)***Account Type: (Must Check One)***If not marked this form will be returned*☐

Checking

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Savings

Bank Number

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*Verify carefully: For checking, copy directly from your personal check. Do not include your check number. Do not use your deposit slip number.*

Checking/Savings Account Number

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IAT requirement

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Check box if your full net pay is subsequently transferred to a foreign bank.

I authorize the State of Maryland to deposit my net salary to the bank and account named above. This authorization is to remain in force until the State of Maryland receives written notification from me of its termination in time and manner that allows the State and the bank a reasonable opportunity to act upon it. In the event that the State of Maryland notifies the bank that funds to which I am not entitled have been deposited to my account in error, I authorize and direct the bank to return said funds to the State as soon as possible. If the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to the State is not possible, I authorize the State to recover those funds by setting off the amount erroneously paid me from any future payments from the State until the amount of the erroneous deposit has been recovered, in full.

Date

Employee signature

Daytime phone number

**Instructions:**

- 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. Only original forms will be accepted. 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.
- 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.

CPB/c/dd/0059/9-2017