By percentage

Payroll Direct Deposit Authorization (Electronic Funds Transfer)

You can add, change, and revoke direct deposits online in MI HR Self-Service (www.mi.gov/selfserv); complete paper form only if you are unable to access your MI HR Self-Service account.

PART 1: PERSONAL INFORMATION	
Employee Name (Last, first, middle)	Employee Number

PART 2: DEFAULT ACCOUNT	PART 3: FIRST ACCOUNT	PART 4: SECOND ACCOUNT	PART 5: THIRD ACCOUNT
Purpose of this request	Purpose of this request	Purpose of this request	Purpose of this request
Add this Direct Deposit	Add this Direct Deposit	Add this Direct Deposit	Add this Direct Deposit
Revoke (cancel or stop) this Direct Deposit	Revoke (cancel or stop) this Direct Deposit	Revoke (cancel or stop) this Direct Deposit	Revoke (cancel or stop) this Direct Deposit
	Change the dollar amount or percentage of this Direct Deposit	Change the dollar amount or percentage of this Direct Deposit	Change the dollar amount or percentage of this Direct Deposit
Name of Financial Institution	Name of Financial Institution	Name of Financial Institution	Name of Financial Institution
Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)
Routing Number	Routing Number	Routing Number	Routing Number
Type of Account	Type of Account	Type of Account	Type of Account
Checking Savings	Checking Savings	Checking Savings	Checking Savings
Distribution	Distribution (check one; write in amount or percentage)	Distribution (check one; write in amount or percentage)	Distribution (check one; write in amount or percentage)
Distribution of the Default Account detailed in Part 2 is 100 percent of the remaining net pay.	By dollar amount \$	By dollar amount \$	By dollar amount \$
Tart 2 is 100 percent of the remaining het pay.	By percentage%	By percentage%	By percentage%
PART 6: FOURTH ACCOUNT	PART 7: AUTHORIZATION		
Purpose of this request	Lauthorize the State of Michigan to deposit the no	et pay owed me by the State, by direct deposit (elec	etronic funds transfor) into the decignated financial
Add this Direct Deposit		this authorization remains in effect until revoked (cal	
Revoke (cancel or stop) this Direct Deposit		ov electronically deposited in my account(a) in error	s either by adjusting or dehiting the account(s) or
Change the dollar amount or percentage of this Direct Deposit		ey electronically deposited in my account(s) in error notified by the State of Michigan if adjustments or d	
Name of Financial Institution		Automated Clearing House Association Rules and F or as subsequently adopted, amended or repealed.	
Account Number (up to 17 characters; see instructions)		ze withdrawals of funds, all must sign this form be	fore you submit it Attach a page with accordant
Toolan Tanasi (ap to 11 shalloud), ood mot dottolo	signatures if necessary. Due to recent changes in	banking rules, your payment could be returned to the	ne State of Michigan if your deposit is directed to a
Routing Number	foreign account. Contact your bank if you have que	estions about the status of your bank account. Keep	a copy for your records.
	Employee Signature	Date Work Phone Num	ber Home Phone Number
Type of Account			
Checking Savings	Secondary Signature	Date Work Phone Num	ber Home Phone Number
Distribution (check one; write in amount or percentage)			
By dollar amount \$			
By percentage	IMPORTANT: This direct deposit request will n	ot be processed without an authorized signatur	re in Part 7, page 2.

The authorization in Part 7 must be completed For detailed instructions on completing this form, and submitting it to MI HR Self-Service, see Page 2.

Instructions for Completing Form 3487, Payroll Direct Deposit Authorization

PART 1: PERSONAL INFORMATION

Complete Part One by entering your last, first and middle name along with your employee number.

PART 2-6: ACCOUNT INFORMATION

As a state employee you may have up to five direct deposits.

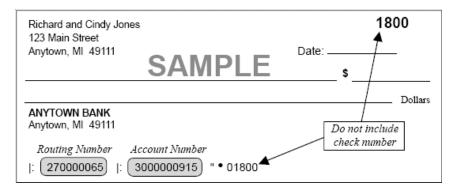
- One account **must** be designated as your *default account*. If you have only one direct deposit, that account is automatically the default account and all your net pay will be deposited to that account. The default account receives any net payment amount remaining after all other authorized deposits are made.
- If you have more than one direct deposit, you **must** indicate the dollar *amount or percentage* to be distributed to each additional account (any remaining amount or percentage is deposited in the default account).
- If you have more than one direct deposit account, you **must** indicate the *distribution order* in which deposits should be made (in case a net payment is not large enough to cover all the direct deposits you requested). If there is not sufficient remaining net pay to fulfill a direct deposit account, that account will be skipped entirely. The remaining net pay will continue to be distributed to the direct deposit accounts in the order designated.

For example, if you specify a flat amount of \$2,000 for your first account with \$500 to your second account and the balance to your default account but you only earn \$1,600 net pay, your first account will be skipped entirely, your second account will receive \$500 and the balance of \$1,100 will be deposited to your default account.

For each direct deposit to be added, changed, or revoked:

You **must** include the financial institution nine-digit *routing number* for each account. Most banks and credit unions give their routing number (RTN) over the phone and have it posted on their Web sites. If you have a checking account, the routing number (and checking account number) is on the check in the spaces indicated on the sample check pictured here.

You **must** also include a valid *account number* for each direct deposit you are adding, changing, or revoking, as well as indicate if the account is



a *checking or savings* account. Account numbers are up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols.

PART 7: AUTHORIZATION

The authorization must be completed before the form can be submitted. If more than one signature is required to authorize withdrawals of funds, all must sign the form before it is submitted. Due to recent changes in banking rules, your payment could be returned to the State of Michigan if your deposit is directed to a foreign account. Contact your bank if you have questions about the status of your bank account.

Please direct questions and submit the completed form to: *

MI HR Service Center

P.O. Box 30002

Lansing, MI 48909

Toll Free: (877) 766-6447

Fax: (517) 241-5892

* Judicial Branch, or Legislative Branch employees should direct questions and submit the completed form to their department or agency HR Office.