

# Guide to Completing the AC-2772 Direct Deposit Form for NYS Employees

If you are an employee of NYS and would like to begin direct deposit or modify how your funds are distributed, you must complete the DIRECT DEPOSIT FORM FOR NYS EMPLOYEES – Form AC-2772. Below are guidelines to follow when completing the form.

## Section A:

Section A must be completed in its entirety with your personal information. This will be used by the agency to help verify your identity and insure your account information is added to the correct payroll record.

## Section B and Section C:

Sections B and C must be filled out with your bank information. Examples are provided below demonstrating how to complete these sections for different types of direct deposit transactions and combinations of transactions.

### Example 1 – Entire Check into 1 Account:

I want my entire paycheck deposited into my checking account.

Complete the following information in Section B:

#### **SECTION B: BALANCE ACCOUNT INFORMATION (REQUIRED)**

Participating in full Direct Deposit requires one balance account; this account will receive any excess of funds after all other distributions are deposited as indicated. The balance account designated will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance account. If no other accounts are listed, the full net pay will be deposited into the balance account. The employee's name **must** appear on the account. A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for the balance account.

<b>BALANCE ACCOUNT (REQUIRED)</b>		ACTION	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Change Account	<input type="checkbox"/> Add/Change Joint Account Holder
TYPE	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	ACCOUNT #	4444444444444444	ROUTING # 444444444
FINANCIAL INSTITUTION				Example Bank 1	
				DISTRIBUTION <input checked="" type="checkbox"/> Excess	

Action: New

Type: Checking

Account #: Your checking account number

Routing #: Your 9 digit bank routing number

Financial Institution: Name of your Bank

### Example 2 – Entire Check into Multiple Accounts (Percentage):

I want 10% of my paycheck deposited into my savings account at Bank 1, 15% into my checking account at Bank 2, and the remainder deposited into my checking account at Bank 1.

Complete the following information in Section B:

**SECTION B: BALANCE ACCOUNT INFORMATION (REQUIRED)**

Participating in full Direct Deposit requires one balance account; this account will receive any excess of funds after all other distributions are deposited as indicated. The balance account designated will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance account. If no other accounts are listed, the full net pay will be deposited into the balance account. The employee's name **must** appear on the account. A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for the balance account.

<b>BALANCE ACCOUNT (REQUIRED)</b>		ACTION <input checked="" type="checkbox"/> New <input type="checkbox"/> Change Account <input type="checkbox"/> Add/Change Joint Account Holder	
TYPE <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT # 44444444444444	ROUTING # 444444444	
FINANCIAL INSTITUTION Example Bank 1		DISTRIBUTION <input checked="" type="checkbox"/> Excess	

Action: New

Type: Checking

Account #: Your checking account number

Routing #: Your 9 digit bank routing number for Bank 1

Financial Institution: Name of Bank 1

Complete the following information in Section C:

**SECTION C: ADDITIONAL ACCOUNT INFORMATION (OPTIONAL)**

Up to **seven** fixed amount or percentage deposits may be processed in addition to the balance account listed in Section B. The employee's name **must** appear on the account(s). A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for each account listed.

<b>DEPOSIT ORDER-1</b>		ACTION <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Distribution <input type="checkbox"/> Add/Change Joint Account Holder <input type="checkbox"/> Cancel	
TYPE <input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings	ACCOUNT # 4444444445	ROUTING # 444444444	
FINANCIAL INSTITUTION Example Bank 1		DISTRIBUTION \$ _____ or <u>10</u> %	
<b>DEPOSIT ORDER-2</b>		ACTION <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Distribution <input type="checkbox"/> Add/Change Joint Account Holder <input type="checkbox"/> Cancel	
TYPE <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT # 99999999945	ROUTING # 123456789	
FINANCIAL INSTITUTION Example Bank 2		DISTRIBUTION \$ _____ or <u>15</u> %	

Deposit Order - 1 (first priority deposit):

Action: Add

Type: Savings

Account #: Your savings account number

Routing #: Your 9 digit bank routing number for Bank 1

Financial Institution: Name of Bank 1

Distribution (%): 10

Deposit Order - 2 (second priority deposit):

Action: Add

Type: Checking

Account #: Your Checking Account Number

Routing #: Your 9 digit bank routing number for Bank 2

Financial Institution: Name of Bank 2

Distribution (%): 15

Direct Deposit Distributions would be as follows:

\$1000 Net Pay:

Deposit Order – 1 = \$100

Deposit Order – 2 = \$150

Balance Account = \$750

\$450 Net Pay:

Deposit Order – 1 = \$45

Deposit Order – 2 = \$67.50

Balance Account = \$337.50

### Example 3 - Entire Check Multiple Accounts (Amount):

I want \$200 of my paycheck deposited into my savings at Bank 1, \$600 into my checking at Bank 1, and the remainder deposited into my checking account at Bank 2.

Complete the following information in Section B:

#### SECTION B: BALANCE ACCOUNT INFORMATION (REQUIRED)

Participating in full Direct Deposit requires one balance account; this account will receive any excess of funds after all other distributions are deposited as indicated. The balance account designated will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance account. If no other accounts are listed, the full net pay will be deposited into the balance account. The employee's name **must** appear on the account. A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for the balance account.

<b>BALANCE ACCOUNT (REQUIRED)</b>		ACTION	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Change Account	<input type="checkbox"/> Add/Change Joint Account Holder	
TYPE	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	ACCOUNT #	99999999945	ROUTING #	123456789
FINANCIAL INSTITUTION	Example Bank 2			DISTRIBUTION	<input checked="" type="checkbox"/> Excess	

Action: New

Type: Checking

Account #: Your Checking Account Number at Bank 2

Routing #: 9 digit bank routing number for Bank 2

Financial Institution: Name of Bank 2

Complete the following information in Section C:

#### SECTION C: ADDITIONAL ACCOUNT INFORMATION (OPTIONAL)

Up to **seven** fixed amount or percentage deposits may be processed in addition to the balance account listed in Section B. The employee's name **must** appear on the account(s). A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for each account listed.

<b>DEPOSIT ORDER-1</b>	ACTION	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Change Distribution	<input type="checkbox"/> Add/Change Joint Account Holder	<input type="checkbox"/> Cancel	
TYPE	<input type="checkbox"/> Checking	<input checked="" type="checkbox"/> Savings	ACCOUNT #	4444444445	ROUTING #	444444444
FINANCIAL INSTITUTION	Example Bank 1			DISTRIBUTION	\$ <u>200.00</u> or <u>    </u> %	
<b>DEPOSIT ORDER-2</b>	ACTION	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Change Distribution	<input type="checkbox"/> Add/Change Joint Account Holder	<input type="checkbox"/> Cancel	
TYPE	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	ACCOUNT #	4444444445	ROUTING #	444444444
FINANCIAL INSTITUTION	Example Bank 1			DISTRIBUTION	\$ <u>600.00</u> or <u>    </u> %	

Deposit Order - 1 (first priority deposit):

Action: Add

Type: Savings

Account #: Your Savings Account Number at Bank 1

Routing #: 9 digit bank routing number for Bank 1

Financial Institution: Name of Bank 1

Distribution (\$): 200

Deposit Order - 2 (second priority deposit):  
 Action: Add  
 Type: Checking  
 Account #: Your Checking Account Number at Bank 1  
 Routing #: 9 digit bank routing number for Bank 1  
 Financial Institution: Name of Bank 1  
 Distribution (\$): 600

Direct Deposit Distributions would be as follows:

\$1000 Net Pay:  
 Deposit Order – 1 = \$200  
 Deposit Order – 2 = \$600  
 Balance Account = \$200

\$450 Net Pay:  
 Deposit Order – 1 = \$200  
 Deposit Order – 2 = \$250  
 Balance Account = \$0

**Example 4 - Entire Check Multiple Accounts (Amount/Percent):**

I want \$300 of my paycheck deposited into my savings at Bank 1, 50% into my checking at Bank 1, and the remainder deposited into my checking account at Bank 2.

**Note:** All percentage deductions are calculated on the Net Pay. Therefore, no money will be deposited into the balance account until the Net Pay is greater than \$600 (\$300 + 50%) to cover the first two deposits.

Complete the following information in Section B:

**SECTION B: BALANCE ACCOUNT INFORMATION (REQUIRED)**

Participating in full Direct Deposit requires one balance account; this account will receive any excess of funds after all other distributions are deposited as indicated. The balance account designated will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance account. If no other accounts are listed, the full net pay will be deposited into the balance account. The employee's name **must** appear on the account. A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for the balance account.

<b>BALANCE ACCOUNT (REQUIRED)</b>		ACTION <input checked="" type="checkbox"/> New <input type="checkbox"/> Change Account <input type="checkbox"/> Add/Change Joint Account Holder	
TYPE <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	ACCOUNT # 99999999945	ROUTING # 123456789	
FINANCIAL INSTITUTION Example Bank 2		DISTRIBUTION <input checked="" type="checkbox"/> Excess	

Action: New  
 Type: Checking  
 Account #: Your Checking Account Number at Bank 2  
 Routing #: 9 digit bank routing number for Bank 2  
 Financial Institution: Name of Bank 2

Complete the following information in Section C:

**SECTION C: ADDITIONAL ACCOUNT INFORMATION (OPTIONAL)**

Up to **seven** fixed amount or percentage deposits may be processed in addition to the balance account listed in Section B. The employee's name **must** appear on the account(s). A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for each account listed.

<b>DEPOSIT ORDER-1</b>	ACTION	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Change Distribution	<input type="checkbox"/> Add/Change Joint Account Holder	<input type="checkbox"/> Cancel	
TYPE	<input type="checkbox"/> Checking	<input checked="" type="checkbox"/> Savings	ACCOUNT #	4444444445	ROUTING #	444444444
FINANCIAL INSTITUTION				Example Bank 1	DISTRIBUTION	\$ 300.00 or %
<b>DEPOSIT ORDER-2</b>	ACTION	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Change Distribution	<input type="checkbox"/> Add/Change Joint Account Holder	<input type="checkbox"/> Cancel	
TYPE	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	ACCOUNT #	4444444445	ROUTING #	444444444
FINANCIAL INSTITUTION				Example Bank 1	DISTRIBUTION	\$ or 50 %

Deposit Order - 1 (first priority deposit):

Action: Add  
Type: Savings  
Account #: Your Savings Account Number at Bank 1  
Routing #: 9 digit bank routing number for Bank 1  
Financial Institution: Name of Bank 1  
Distribution (\$): 300

Deposit Order - 2 (second priority deposit):

Action: Add  
Type: Checking  
Account #: Your Checking Account Number at Bank 1  
Routing #: 9 digit bank routing number for Bank 1  
Financial Institution: Name of Bank 1  
Distribution (%): 50

Direct Deposit Distributions would be as follows:

\$1000 Net Pay:

Deposit Order – 1 = \$300  
Deposit Order – 2 = \$500  
Balance Account = \$200

\$450 Net Pay:

Deposit Order – 1 = \$300  
Deposit Order – 2 = \$150  
Balance Account = \$0

**Section D:**

This section should be checked only if your agency participates in NYSPD and you would like to view your direct deposit information in NYSPD and stop receiving your printed advice.

**Section E:**

This section must be signed by you and any joint account holders.