



NICOLE "NIKKI" FRIED
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Bureau of Personnel Management

**DIRECT DEPOSIT OF YOUR PAYCHECK
VIA ELECTRONIC FUNDS TRANSFER (EFT)**

Pursuant to S.110.113(2), Florida Statutes, as a condition of employment, new employees are required to participate in the Direct Deposit Program. The Direct Deposit Program is a valuable convenience to the vast majority of employees, as well as being a more efficient method for the State of Florida to distribute salary payments. Your biweekly salary payment will be electronically transferred to your designated checking or savings account, eliminating delays caused by long bank lines, lost or stolen salary warrants, late delivery by the postal service, or "holds" that some banks impose on deposits of payroll checks. Most banks, savings and loan associations and credit unions are eligible for EFT participation. The attached application must be completed and sent directly to the State Comptroller's Office within 30 days of hire.

Exemptions to the EFT requirement are as follows:

- OPS employees
- Employees who can demonstrate this law causes a hardship. Such employees should contact the Bureau of Personnel Management, Benefits Section at (850) 617-7040 for the appropriate document to complete. The State Comptroller must approve all waivers.

Refusal to comply with this law is considered a failure to comply with a condition of employment and may subject you to disciplinary action up to, and including, termination.

I UNDERSTAND MY RESPONSIBILITY TO COMPLY WITH THE EFT LAW WITHIN 30 DAYS OF HIRE AND THAT I MAY BE SUBJECT TO DISCIPLINARY ACTION IF I DO NOT. I ALSO UNDERSTAND THAT IF I REQUEST A WAIVER AND AM DENIED BY THE STATE COMPTROLLER, I MUST ABIDE BY THE FINAL DECISION.

Employee Name (Please Print)

Signature

Date

Employee I.D. Number