**Authorization for Direct Deposit of Employee Pay**

(Please print or type all information)

### Employee Information

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Employee ID</th>
<th>NAME (Last, First, MI)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section A: Enrollment or Change Authorization

(Complete this section for new enrollments, financial institution or account changes.) An employee may select up to a maximum of nine accounts. The employee should complete additional pages of the authorization form as needed.

- [ ] Check if additional pages are attached

**Select One:**

- [ ] New Enrollment
- [ ] Account Change

**Effective Date**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CITY</th>
</tr>
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<tbody>
<tr>
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</table>

### Financial Institution Information

<table>
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<tr>
<th>BRANCH</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
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#### Account Distribution Data:

**Priority #**

- [ ] BALANCE

**TRANSIT #**

**ACCOUNT #**

**% Net Pay/Amount**

- [ ] Checking
- [ ] Savings
- [ ] Issue Check

- [ ] Prenote Required

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#### Account Distribution Data:

**Priority #**

- [ ] BALANCE

**TRANSIT #**

**ACCOUNT #**

**% Net Pay/Amount**

- [ ] Checking
- [ ] Savings
- [ ] Issue Check

- [ ] Prenote Required

I authorize the State of Kansas to initiate accounting transactions to deposit my employee pay directly to the account(s) indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to these accounts. This authorization is to remain in force until the State of Kansas receives written notice from me to cancel or change this authorization.

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**Employee Signature**

**Date**

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### Section B: Cancellation

(Complete this section to cancel the Direct Deposit Authorization)

**Effective Date**

1 hereby cancel the authorization for the State of Kansas to originate direct deposit entries to my checking/savings account(s).

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**Employee Signature**

**Date**

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State of Kansas
Department of Administration
Division of Accounts and Reports
DA-194 (Rev. 05-06)