

CITY OF BIRMINGHAM
MANDATORY DIRECT DEPOSIT POLICY

As of May 1, 2013, new and current full-time, part-time, and temporary employees will be required to participate in mandatory direct deposit. Additionally, all new and current pension benefit recipients will be required to participate in mandatory direct deposit. The City will no longer routinely issue paper paychecks.

Employee pay will be electronically deposited directly to a checking or savings account designated by each employee. Accounts must be established with banks or credit unions that support direct deposit. Employees should complete a direct deposit enrollment form and attach a voided check or a bank issued document indicating account number information for the account requested for direct deposit. A bank-issued statement must contain the following information:

1. Name of the Financial Institution
2. Financial Institution Routing Number
3. Account Type
4. Account Number

Alternatively, at the employee's election, employee pay may be deposited directly to a PaySource pay card issued by BBVA Compass Bank.

No changes to direct deposit enrollments will be accepted over the telephone. All completed enrollment forms, whether for bank accounts or for pay cards, will be sent to the Payroll and Pension Administration Division.

Each employee is responsible for verifying the deposit has been made prior to spending the funds. Any discrepancies should be reported immediately to the Payroll and Pension Administration Division. The City is responsible only for correctness of the transmittal of pay information. The City is not responsible for errors made by an employee's bank.

The initial pay for a new employee will be provided by PaySource "Instant Issue" pay card to allow for sufficient time to process direct deposit information to a checking or savings account with the employee's desired participating banking institution.

If it becomes necessary for an employee to change banks or bank accounts within the same banking institution, the employee must notify the Payroll and Pension Administration Division as soon as possible. Generally, it takes two pay periods for new enrollments or changes to existing account information to take effect

Employees should never close the account without previously having notified the Payroll and Pension Administration Division. If an employee closes the account while a direct deposit is in transit, the receiving bank may reject the deposit. Payroll and Pension

Administration will eventually be notified by the bank of the returned deposit. When receipt of the returned deposit has been verified with the City's bank, Payroll and Pension Administration will then provide the employee with an "Instant Issue" pay card.

The Payroll and Pension Administration Division will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation.