

DIRECT DEPOSIT

SUMMARY

This procedure explains how to process Direct Deposit Forms for employees. Direct Deposit is used to electronically transfer payment to employees for their earned wages, longevity bonus, accrued leave, special award, etc. This electronic form of payment can be made to either a checking or savings bank account and to almost any financial institution of the employee's choosing.

In an effort to reduce the likelihood that a fraudulent Direct Deposit Form is submitted to the Finance Department's Payroll Section on behalf of the employee, the County has implemented new safeguarding steps/measures to the Direct Deposit Form process.

PROCEDURE

To Enroll in Direct Deposit, Cancel, or Make Any Changes, the employee must:

1. Obtain the Payroll Direct Deposit Authorization Form (Rev. 10-18) from one of the following sources: the employee's Department Personnel Representative (DPR), the Finance Department Payroll Section, or by visiting the Employee Portal at: www.miamidade.gov/employee. The direct deposit form can be found under the following Employee Services sections: Paycheck & Paystub and Pay & Compensation.
2. Indicate the type of agreement: New Set-up, Cancellation, or Changes in financial institution and/or bank account.
3. Employee needs to complete Section 1 of the form, and then take it to his/her financial institution to complete Section 2. The employee is responsible for the accuracy of all information. Incomplete forms **will not** be processed.
4. The full and properly completed form must then be taken to the employee's Department Personnel Representative (DPR). The DPR or department director designee must sign Section 3 of the Direct Deposit Authorization Form certifying the identity of the employee submitting the form has been verified. The DPR will also verify that:
 - The Form is original.
 - The Form is dated and signed by both the employee and bank's representative.
 - The Form has the employee's ID number.
 - The Form does not show any type of alteration or correction.
 - The type of bank account is indicated.
5. The properly completed Payroll Direct Deposit Authorization Form, as outlined in steps above, can only be submitted in the following two (2) ways:
 - a. In person by the employee to the Finance Department's Payroll Section, located at the Stephen P. Clark Center - 111 N.W. 1st Street, 26th floor, or

- b. In person by the employee to the employee's DPR.

Employees are not permitted to submit Payroll Direct Deposit Authorization Forms on behalf of other employees.

6. The properly completed Payroll Direct Deposit Authorization Form must be received by the Finance Department's Payroll Section no later than 5:00 PM on pay week Monday, to be effective for the upcoming pay day Friday.

Direct Deposit Reversal(s)

The County bank account must be credited with the requested direct deposit reversal(s) prior to issuing a replacement check to an employee. It may take up to 7 business days for funds to be returned.

Final Pay

The final payment to any employee separating from the County will not be issued via direct deposit, a payroll check will always be generated.

Additional Information

Incomplete Direct Deposit Forms, copies, or forms submitted via fax or email will not be accepted. Forms must be original.

Direct Deposit Forms contain sensitive information; therefore, they are never returned to the employee. Finance Department Payroll Section staff notifies the employee when the Form cannot be processed, via County email or via the employee's DPR (if the employee does not have a County email address).

Employees should be reminded that they cannot enroll or request changes to their Direct Deposit via email, fax, or mail (only in person).

DPRs should always provide both pages (Page 1 and 2) of the Direct Deposit Form to employees. Page 2 contains important information and direction to the employees.

DPRs are asked to please use only the new Payroll Direct Deposit Authorization Form (Rev. 10-18) and discard older versions.

CONTACT(S): Department/Division

Finance Department/Controller's Division/Payroll Unit