Michigan Department of Treasury 3487 (Rev. 08-20) Payroll Direct Deposit Authorization (Electronic Funds Transfer)

You can add, change, and revoke direct deposits online in HR Self-Service (**www.mi.gov/selfserv**); complete paper form only if you are unable to access your HR Self-Service account.

PART 1: PERSONAL INFORMATION Employee Name (Last, first, middle) (Required)

Employee ID Number (Required)

PART 2: DEFAULT ACCOUNT	PART 3: FIRST ACCOUNT	PART 4: SECOND ACCOUNT	PART 5: THIRD ACCOUNT
Purpose of this request	Purpose of this request	Purpose of this request	Purpose of this request
Add this Direct Deposit	Add this Direct Deposit	Add this Direct Deposit	Add this Direct Deposit
Revoke (cancel or stop) this Direct Deposit	Revoke (cancel or stop) this Direct Deposit	Revoke (cancel or stop) this Direct Deposi	t Revoke (cancel or stop) this Direct Deposit
	Change the dollar amount or percentage of this Direct Deposit	Change the dollar amount or percentage of this Direct Deposit	Change the dollar amount or percentage of this Direct Deposit
Name of Financial Institution	Name of Financial Institution	Name of Financial Institution	Name of Financial Institution
Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)	Account Number (up to 17 characters; see instructions)
Routing Number	Routing Number	Routing Number	Routing Number
Type of Account	Type of Account	Type of Account	Type of Account
Checking Savings	Checking	Checking Savings	Checking
Distribution	Distribution (check one; write in amount or percentage)	Distribution (check one; write in amount or percentage)	Distribution (check one; write in amount or percentage)
Distribution of the Default Account detailed in	By dollar amount \$	By dollar amount \$	By dollar amount \$
Part 2 is 100 percent of the remaining net pay.	By percentage%	By percentage%	By percentage%
PART 6: FOURTH ACCOUNT	PART 7: AUTHORIZATION		•
Purpose of this request	Lauthorize the State of Michigan to deposit the pr	at nav awad ma by the State, by direct denosit (al	extranic funds transfor) into the designated financial
Add this Direct Deposit	I authorize the State of Michigan to deposit the net pay owed me by the State, by direct deposit (electronic funds transfer) into the designated financial institution(s) and Account Number(s). I understand this authorization remains in effect until revoked (canceled) by: (a) me, (b) my death or legal incapacity,		
Revoke (cancel or stop) this Direct Deposit	(c) the State of Michigan or (d) my separation.		
Change the dollar amount or percentage		notified by the State of Michigan if adjustments or a	or, either by adjusting or debiting the account(s), or debits are being made.
Name of Financial Institution			Regulations and the State of Michigan's rules about
	electronic funds transfers as they exist on this date or as subsequently adopted, amended or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.		
Account Number (up to 17 characters; see instructions)	If more than one signature is required to authorize withdrawals of funds, all must sign this form before you submit it. Attach a page with secondary signatures if necessary. Due to recent changes in banking rules, your payment could be returned to the State of Michigan if your deposit is directed to a		
Routing Number	foreign account. Contact your bank if you have que	estions about the status of your bank account. Keep	o a copy for your records.
	Employee Signature	Date Work Phone Nun	hber Home Phone Number
Type of Account			
Checking Savings	Secondary Signature	Date Work Phone Num	hber Home Phone Number
Distribution (check one; write in amount or percentage)			
By dollar amount \$	IMPORTANT: This direct deposit request will a	not be processed without an Employee Name a	nd Employee ID Number in Port 1 and an
By percentage %	authorized signature in Part 7.	ior be processed without an Employee Name a	in Employee ID Number in Part 1 and an

For detailed instructions on completing this form, and submitting it to MI HR Service Center*, see Page 2.

Instructions for Completing Form 3487, Payroll Direct Deposit Authorization

PART 1: PERSONAL INFORMATION

Complete Part One by entering your last, first and middle name along with your employee ID number.

PART 2-6: ACCOUNT INFORMATION

As a state employee you may have up to five direct deposits.

• One account **must** be designated as your *default account*. If you have only one direct deposit, that account is automatically the default account and all your net pay will be deposited to that account. The default account receives any net payment amount remaining after all other authorized deposits are made.

• If you have more than one direct deposit, you **must** indicate the dollar *amount or percentage* to be distributed to each additional account (any remaining amount or percentage is deposited in the default account).

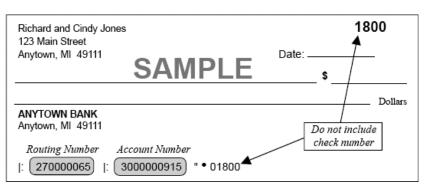
• If you have more than one direct deposit account, you **must** indicate the *distribution order* in which deposits should be made (in case a net payment is not large enough to cover all the direct deposits you requested). If there is not sufficient remaining net pay to fulfill a direct deposit account, that account will be skipped entirely. The remaining net pay will continue to be distributed to the direct deposit accounts in the order designated.

For example, if you specify a flat amount of \$2,000 for your first account with \$500 to your second account and the balance to your default account but you only earn \$1,600 net pay, your first account will be skipped entirely, your second account will receive \$500 and the balance of \$1,100 will be deposited to your default account.

For each direct deposit to be added, changed, or revoked:

You **must** include the financial institution ninedigit *routing number* for each account. Most banks and credit unions give their routing number (RTN) over the phone and have it posted on their Web sites. If you have a checking account, the routing number (and checking account number) is on the check in the spaces indicated on the sample check pictured here.

You **must** also include a valid *account number* for each direct deposit you are adding, changing, or revoking, as well as indicate if the account is



a *checking or savings* account. Account numbers are up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols.

PART 7: AUTHORIZATION

The authorization must be completed before the form can be submitted. If more than one signature is required to authorize withdrawals of funds, all must sign the form before it is submitted. Due to recent changes in banking rules, your payment could be returned to the State of Michigan if your deposit is directed to a foreign account. Contact your bank if you have questions about the status of your bank account.

Please direct questions and submit the completed form to: *

MI HR Service Center P.O. Box 30002 Lansing, MI 48909 Toll Free: (877) 766-6447 Fax: (517) 241-5892

* Auditor General, Judicial Branch, or Legislative Branch employees should direct questions and submit the completed form to their department or agency HR Office.