

# Automatic Direct Deposit

## Common Questions & Answers

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**Q1: What exactly is the Direct Deposit Program?**

A1: Direct Deposit is the electronic transfer of funds from the State of Iowa account to an individual employee's checking or savings account at their participating financial institution.

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**Q2: Are there any costs to me if I participate in Direct Deposit?**

A2: No, the program is offered as a service to employees.

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**Q3: How long after I sign up will my pay warrant begin to be directly deposited into my account?**

A3: Your direct deposit will be effective with the first full pay period after receipt of the correctly completed authorization form by Centralized Payroll, State Accounting Enterprise, Department of Administrative Services.

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**Q4: I have more than one account at my bank. Do I choose the account for my direct deposit to be place in?**

A4: Yes. You need to choose between savings and checking. However, some financial institutions will automatically transfer your funds from one account to another with prior arrangements.

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**Q5: Does my entire net pay have to be deposited?**

A5: Yes. You must be paid entirely by paper pay warrant or direct deposit. Combinations of both are not possible.

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**Q6: Once I sign up for direct deposit, can I change my financial institution?**

A6: Yes. You may change financial institution at any time and have your pay automatically deposited without missing a payday. However, you must complete a new enrollment form and return it to your department's payroll/personnel assistant. This form is forwarded to Centralized Payroll to approve the change.

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**Q7: If Friday (payday) falls on a State holiday, when will my pay be deposited into my account?**

A7: Your net pay will be deposited on the last workday before the holiday.

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**Q8: Will my financial institution actually have my pay posted to my account during its regular working hours on my payday?**

A8: This depends upon the policies of your institution. Most financial institutions will credit your account at the close of business on Friday, while some institutions will actually credit your account during the day. For an accurate answer, ask your financial institution about their policies.

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**Q9: Can my pay be deposited in a financial institution outside the State of Iowa?**

A9: Yes. Most financial institutions throughout the United States participate in the direct deposit program.

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