

# DIRECT DEPOSIT AUTHORIZATION AND INPUT FORM

CO-1040 REV. 05/2025

STATE OF CONNECTICUT  
OFFICE OF THE COMPTROLLER  
STATEWIDE PAYROLL & TIME MANAGEMENT DIVISION  
165 CAPITOL AVENUE HARTFORD, CONNECTICUT 06106

**INSTRUCTIONS:** Please read carefully prior to completing this application. For processing State Employee Net Pay associated with State Employment. Only a checking or savings account at a U.S. bank are permitted for direct deposit. Third party and/or Brokerage or Mutual Fund Investment accounts are not permitted for direct deposit. Contact your agency with any questions about permitted accounts.

## SECTION I

DEPT ID

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## EMPLOYEE INFORMATION

EMPLOYEE NUMBER

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EMPLOYEE NAME

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### TYPE OF ACTION

☐ New ☐ Change

☐ Delete Account # \_\_\_\_\_

☐ Other \_\_\_\_\_

☐

Add Additional Account

COMPLETE SECTION I and III ONLY

ACCOUNT # 1

## SECTION II

This section must be completed for first time Direct Deposit enrollees or if an employee is changing or deleting a prior account. If an employee is adding an additional account, please check off the "Add Additional Account ONLY" box in Section I, and complete Section III.

### DIRECT DEPOSIT ACCOUNT INFORMATION FINANCIAL INSTITUTION NAME

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### ACCOUNT NUMBER

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### ROUTING TRANSIT NUMBER

### ACCT TYPE

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### PLEASE NOTE:

Please see section III for Additional Account Requirements

C = Checking

S = Savings

## COMPLETE THIS SECTION TO ADD AN ADDITIONAL ACCOUNT ONLY

ACCOUNT # 2

(Additional Account)

## SECTION III

### Additional Account Requirements:

Employee must have one existing account that has successfully completed the pre-note process in order to add an additional account. New employees or employees who are signing up for direct deposit for the first time are not permitted to sign-up for an additional account until Account #1 has successfully completed the pre-note process.

☐ **Flat Amount Option**, specify the Account (1 or 2) and Amount:  
Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
The remaining balance of net pay will be deposited into your other Account.

☐ **Percentage Split Option**, specify the Account (1 or 2) and percentage:  
Account # \_\_\_\_\_ Percent % \_\_\_\_\_  
The remaining balance of net pay will be deposited into your other Account.

### DIRECT DEPOSIT ACCOUNT INFORMATION FINANCIAL INSTITUTION NAME

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### ACCOUNT NUMBER

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### ROUTING TRANSIT NUMBER

### ACCT TYPE

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C = Checking

S = Savings

### PLEASE READ THE FOLLOWING CAREFULLY

I HEREBY AUTHORIZE THE STATE OF CONNECTICUT ("STATE") TO ELECTRONICALLY DEPOSIT MY NET SALARY TO THE BANK ACCOUNT(S) NAMED ABOVE. THIS AUTHORIZATION IS TO REMAIN IN FORCE UNTIL THE STATE HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND MANNER AS TO AFFORD THE STATE, AND THE BANK(S) NAMED ABOVE, A REASONABLE OPPORTUNITY TO ACT UPON IT. IN THE EVENT THAT THE STATE NOTIFIES THE BANK(S) THAT FUNDS WHICH I DID NOT EARN HAVE BEEN DEPOSITED TO MY ACCOUNT (S) IN ERROR, I HEREBY AUTHORIZE AND DIRECT THE BANK(S) TO RETURN SAID FUNDS TO THE STATE AS SOON AS POSSIBLE. IN THE EVENT SUCH UNEARNED FUNDS HAVE BEEN DRAWN FROM THE ACCOUNT(S) SO THAT RETURN OF THOSE FUNDS BY THE BANK(S) TO THE STATE IS NOT POSSIBLE, I HEREBY AUTHORIZE THE STATE TO RECOVER THOSE FUNDS BY DEDUCTING THE AMOUNT OF SAID UNEARNED FUNDS FROM ANY FUTURE SALARY PAYMENTS FROM THE STATE UNTIL THE AMOUNT OF THE UNEARNED DEPOSIT(S) HAS BEEN RECOVERED IN FULL. IN THE EVENT MY EMPLOYMENT WITH THE STATE IS TERMINATED FOR ANY REASON WHATSOEVER, AND IF AT THE TIME OF SUCH TERMINATION I HAVE HAD UNEARNED PAY AUTOMATICALLY DEPOSITED IN MY CHECKING/SAVINGS ACCOUNT(S), I WILL IMMEDIATELY REPAY THE STATE THE FULL AMOUNT OF SUCH UNEARNED PAY. I FURTHER AGREE THAT IF I DO NOT IMMEDIATELY REPAY SUCH UNEARNED PAY, I WILL BE PERSONALLY LIABLE FOR ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES INCURRED BY THE STATE IN THE COLLECTION OF SUCH UNEARNED PAY, TOGETHER WITH THE MAXIMUM INTEREST PERMITTED BY LAW.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE AGREEMENT.

SIGNATURE

DATE