

DIRECT DEPOSIT HARDSHIP EXEMPTION REQUEST FORM

(ONLY COMPLETE IF NOT PARTICIPATING IN THE MANDATORY DIRECT DEPOSIT)

SECTION I

Name _____ I.D. # _____

Department _____ Position Title _____

SECTION II

In accordance with Act 1887 of 2005, as a condition of employment, a person hired or appointed to a position in any agency in State government on or after August 12, 2005 shall be required to accept payment of salary or wages by electronic warrants transfer (ACH). The ACH payment shall be in the form of a direct deposit.

The Chief Fiscal Officer of the University has the authority to grant exemptions to the direct deposit requirement due to hardship or any other reasonable basis.

____ I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the law and enroll and remain enrolled in direct deposit or request an exemption from these requirements. I understand that I can go no further in the hiring process until the request for exemption is reviewed.

SECTION III: (Please print or type)

I hereby request an exemption from the requirements of mandatory participation in direct deposit for the following hardship: _____

Signature _____ Date _____

SECTION IV: This section to be completed by Chief Fiscal Officer of the University

Date Received _____ Request Approved _____ Request Denied _____

Signature _____ Date _____

SECTION V: This section to be completed by Agency HR Department

Date Hiring Official/Employee Notified of Decision _____ By Whom _____