**Mandatory Direct Deposit Notification** (To be signed by all new hires and rehires on and after August 1, 2007)

**In accordance with the State Controller’s Policy issued July 1, 2007, as a condition of employment, a person hired or appointed to a position at Western Carolina University on or after August 1, 2007, shall be required to accept all payroll related payments by direct deposit.**

**I understand that as a condition of employment, because I am a new hire or rehire applicant, I must comply with the policy and enroll in the direct deposit feature within 14 days of being hired or rehired, and remain enrolled in the direct deposit feature during the tenure of my employment. I understand that I can apply for an exemption from this requirement as provided by the policy. I understand that if I am not granted an exemption, I may be subject to dismissal.**

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| **Authoritative References** |

G.S. 143B-426.39 and 143B-426.40G (a) Powers and Duties of the State Controller NC

Administrative Code – 13 NCAC 12.0309 - Form of Payment of Wages

Regulation E issued by the Federal Reserve System pursuant to the Electronic Funds Transfer Act (15 U.S.C 1693 et seq.)

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| **References** |

Policy of the North Carolina Department of Labor

<http://www.nclabor.com/wh/fact%20sheets/dirdep.htm>

Applicant Name (Please Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by employing agency:**

Advertised Position #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Supervisor or HR Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy 1 – Agency Human Resources Office; Copy 2 – Employee