



**Department of Financial Services**

*Division of Accounting and Auditing – Bureau of State Payrolls*

**Direct Deposit Acknowledgement**

Date: \_\_\_\_\_ People First ID: \_\_\_\_\_

Employee’s Full Name: \_\_\_\_\_

Florida Statute 110.113(2) provides that as a condition of employment, a newly hired or rehired person appointed to a position in state government with the State of Florida on or after July 1, 1996, is required to participate and remain enrolled in the direct deposit program for the tenure of their employment.

New or rehired employees should log into the People First System to enter Direct Deposit information during the onboarding process. Direct Deposit is not required for Other Personnel Services (OPS) employees; however, OPS employees are encouraged to participate.

An employee may request an exemption from the provisions of Florida Statute 110.113(2) when such employee can demonstrate a hardship or demonstrate the inability to establish a checking or savings account at a financial institution, including “Second Chance” banking accounts, or an electronic payroll debit card (Pay card). Requests for hardship exemptions should be completed with the Agency’s Bureau of Human Resource Management section.

*I understand that as a condition of employment, I must comply with Florida Statute 110.113(2) and participate and remain enrolled in the direct deposit program or formally request an exemption from these requirements.*

\_\_\_\_\_  
**Employee’s Printed Name**

\_\_\_\_\_  
**Employee’s Signature**

**Human Resources Use Only:**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**HR Position Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Telephone Number**