

DATE: August 15, 2024

TO: Agency Addressed (No. 05, 2024-2025)

FROM: Renée Hermeling, Division Director  
Division of Accounting & Auditing  
Department of Financial Services

SUBJECT: NEW FORMS: DIRECT DEPOSIT ACKNOWLEDGEMENT & DIRECT  
DEPOSIT HARDSHIP EXEMPTION REQUEST

The Department of Financial Services (DFS) is pleased to announce the publication of two new payroll forms that can be used as resources. These forms have been created to assist agencies in the Direct Deposit process. The following documents are available as of the release of this memo, within the [DFS Accounting & Auditing Forms Library](#) under the *Administrative Forms* drop down menu:

- **The Direct Deposit Acknowledgement Form (DFS-A3-2000)** is intended to be a part of the onboarding process for the employee and serve as formal instruction for the employee to establish their Direct Deposit information as soon as possible. Once completed by the agency Human Resources (HR) office, this form would be kept with other onboarding documentation in the employee's personnel file.
- **Direct Deposit Hardship Exemption Request Form (DFS-A3-2001)** is intended to be a standardized form that allows for the employee to request an exemption from setting up a direct deposit, explain their hardship situation, provide supporting documentation, and allows the agency the discretion to approve or deny the request. Once completed by the agency HR office, this form would be kept with other documentation in the employee's personnel file.

These forms are recommended for use by all agencies but are not required.

Please visit [The Bureau of State Payrolls website](#) for additional Payroll resources, such as:

- Quality Assurance Reviews
- Annual Agency Scorecards
- Payroll Preparation Manual
- Employee Information Center
- Five previous years of Payroll Calendars
- DFS Accounting & Auditing Forms Library

If you have any questions or concerns, please email [BOSPEmployeeRecords@MyFloridaCFO.com](mailto:BOSPEmployeeRecords@MyFloridaCFO.com) or call (850) 413- 5513.