

## **Direct Deposit Frequently Asked Questions (FAQs)**

### **How do I get Set Up for Direct Deposit or make changes to my current Direct Deposit?**

If you are a State employee, you can set up direct deposit through People First at <http://peoplefirst.myflorida.com>.

If you are Florida Retirement System (FRS) benefits recipient, you can set up direct deposit through the FRS portal at <https://frs.fl.gov/#/login>.

If you are a vendor, fill out and mail a copy of the Vendor Direct Deposit Authorization form to the Direct Deposit Section. The form is available at [Vendor Direct Deposit Authorization \(myfloridacfo.com\)](http://myfloridacfo.com)

### **The direct deposit form asks for a Business Name. Do I need to fill this out if I am not a business?**

Yes, fill out section 1 of the Vendor Direct Deposit Authorization form with your name and contact information. If you leave it blank, the form will be returned to you without processing.

### **Can I get my direct deposit payments sent to different bank accounts?**

Payments can only be issued to one bank account per federal tax identification number (SSN or FEIN).

### **I am expecting a direct deposit payment. When will I receive it?**

Your money will be available to you when your financial institution opens for business on the payment date. To look up the payment date, you can go to the vendor payment history website. If you need help using the website, you can look up instructions here.

If you cannot find information about the payment, contact the agency that pays you for more information.

### **I received a direct deposit payment on my account. What is it for?**

To look up details about payments you have received, you can go to the vendor payment history website. If you need help using the website, you can look up instructions here.

If you have additional questions about the payment, contact the phone number provided with the payment information.

### **How can I contact the Direct Deposit Section?**

Direct Deposit Section

(850) 413-5517

[DirectDeposit@MyFloridaCFO.com](mailto:DirectDeposit@MyFloridaCFO.com)