


Memorandum

To: AAMU Faculty and Staff

From: Norman E. Jones 
AVP for Finance and Comptroller

Date: 10/20/2017

Re: Direct Deposit Transition

In an effort to enhance payment efficiency and reduce costs associated with check issuance, effective November 1, 2017 all payments to employees will be remitted by direct deposit. **The issuance of paper checks will be discontinued.** While all payments will be remitted by direct deposit, the transition is primarily applicable to accounts payable remittances. Direct deposit for payroll remittances is already established.

It is important to note that one distinct difference between payroll and accounts payable direct deposits is the option to allocate payments to more than one account. Banner restricts accounts payable remittances to one deposit account. Payroll remittances may be allocated to two accounts.

To assist in this transition, the chart below provides information about deposit options and the action required:

Deposit Options	Action
A. My accounts payable remittances are already being direct deposited.	No action required
B. My payroll remittance is deposited to one bank account and I opt to have accounts payable remittances deposited to the same account. (<i>default option</i>)	No action required.

C. My payroll remittance is deposited to one bank account, but I opt to have accounts payable remittances deposited to a different bank account.	Submit: Direct Deposit Enrollment Form and A voided check or financial institution direct deposit authorization
D. My payroll remittance is deposited to multiple bank accounts.	

- To ensure a timely transition, some accounts will be transitioned prior to November 1, 2017. However, forms received for these accounts will be updated accordingly.
- Direct Deposit Enrollment Forms and accompanying documentation must be received by October 27, 2017 to be effective November 1, 2017. Forms received after October 27, 2017 will be processed, but may temporarily result in remittances being deposited to the employee’s default payroll bank account. Once the form is processed, remittances will be deposited as requested. Where payroll remittances are deposited to multiple bank accounts, the bank account receiving the largest allocation percentage will be considered the default account.
- Direct Deposit Enrollment Forms are available on the Comptroller’s Office web page:

Select this link: [Direct Deposit Enrollment Form](#) or

Navigate via the web:

www.aamu.edu ► Administrative Offices ► Comptroller Office ► Resources ► Forms ► [Direct Deposit Enrollment Form(PDF)]

- Forms may be submitted using either of the following:

Email	genaccting@aamu.edu
Fax	Attn: Ms. Georgia M. Harrison (256) 372-5192
Hard-copy submission	Patton Hall; Room 105 Attn: Ms. Georgia M. Harrison

If you have any questions regarding this transition please contact Mrs. Brittany Jackson at brittany.jackson@aamu.edu.