***Please distribute this alert to any users within your agency who are responsible for providing or completing the Direct Deposit Authorization Form.***

**Direct Deposit Authorization Form Revisions**

* Information regarding new fields added to the Direct Deposit forms for Commonwealth employees.

We encourage all employees to manage their pay information directly in [ESS](https://www.myworkplace.pa.gov/flp).

To enhance security for those employees that choose to complete a form and submit to the HR Service Center, the [Authorization for Direct Deposit](https://copahrprod.servicenowservices.com/esc?id=kb_article&sysparm_article=KB0010160) form has been modified. The authorization form now requests the employee’s date of birth and the last four digits of their social security number in the Employee Information section of the form.

Please utilize the updated version of the form moving forward.

The [Employee Resource Center](https://copahrprod.servicenowservices.com/esc) articles with the form attached have also been updated:

* [KB00101060- Authorization for Direct Deposit](https://copahrprod.servicenowservices.com/esc?id=kb_article&sysparm_article=KB0010160)
* [KB0010281 – Pay Forms](https://copahrprod.servicenowservices.com/esc?id=kb_article&sysparm_article=KB0010281)

**Questions?**
If you have any questions regarding Direct Deposit Authorization Form Revisions, please submit an [**Ask HR/HR Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the personnel administration category.