

SECTION A: ENROLLMENT OR CHANGE AUTHORIZATION (CONTINUED)

FINANCIAL INSTITUTION INFORMATION

NAME	
CITY	

BRANCH			
STATE		ZIP	

ACCOUNT DISTRIBUTION DATA:

PRIORITY #		<input type="radio"/> BALANCE
TRANSIT #		
ACCOUNT #		
% NET PAY/AMOUNT*		

<input type="radio"/> Checking	<input type="checkbox"/> International ACH Bank
<input type="radio"/> Savings	<input type="checkbox"/> Use for SMART
<input type="checkbox"/> Cancel for SMART	<input type="checkbox"/> Cancel for SHARP

FINANCIAL INSTITUTION INFORMATION

NAME	
CITY	

BRANCH			
STATE		ZIP	

ACCOUNT DISTRIBUTION DATA:

PRIORITY #		<input type="radio"/> BALANCE
TRANSIT #		
ACCOUNT #		
% NET PAY/AMOUNT*		

<input type="radio"/> Checking	<input type="checkbox"/> International ACH Bank
<input type="radio"/> Savings	<input type="checkbox"/> Use for SMART
<input type="checkbox"/> Cancel for SMART	<input type="checkbox"/> Cancel for SHARP

FINANCIAL INSTITUTION INFORMATION

NAME	
CITY	

BRANCH			
STATE		ZIP	

ACCOUNT DISTRIBUTION DATA:

PRIORITY #		<input type="radio"/> BALANCE
TRANSIT #		
ACCOUNT #		
% NET PAY/AMOUNT*		

<input type="radio"/> Checking	<input type="checkbox"/> International ACH Bank
<input type="radio"/> Savings	<input type="checkbox"/> Use for SMART
<input type="checkbox"/> Cancel for SMART	<input type="checkbox"/> Cancel for SHARP

I authorize the State of Kansas to initiate accounting transactions to deposit my employee pay or travel related payment directly to the account(s) indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to these accounts. This authorization is to remain in force until the State of Kansas receives written notice from me to cancel or change this authorization.

*SHARP only

 EMPLOYEE SIGNATURE

 DATE

Authorization for Direct Deposit Instructions

The Authorization for Direct Deposit worksheet is designed to allow users to fill out and print this form using their PC. This workbook is protected to ensure the integrity of the form. Any modifications should be coordinated through the Division of Accounts and Reports.

To use the form, activate the DA-184 worksheet. The active cell should be the DepartmentID field. If not, select Cell A7. Enter field information, and TAB to the next available field for data entry. Continue until all information has been entered. It is NOT necessary to TAB through every field. Scroll through the document and select the first cell where entry is required. Continue to TAB to the next available cell. The cursor will return to the DepartmentID field when all fields have been completed. Once all necessary data has been entered, use the "PrintForm" macro to produce two copies of the document. Audit the document for completeness and accuracy. Use the "ClearForm" macro to refresh the form for entry of another document.

Macro Name	Procedure	Macro Description
PrintForm	<ol style="list-style-type: none"> 1. Complete all necessary field in the worksheet. 2. Press ALT+F8 (press simultaneously) 3. Highlight PrintForm in the available macros listing. 4. Click RUN. 	Macro will print two copies of the DA-184 to your default printer. Copies: 1 - Agency, 1 - Employee
ClearForm	<ol style="list-style-type: none"> 1. Press ALT+F8 (press simultaneously) 2. Highlight ClearForm in the available macros listing. 3. Click RUN. 	Macro will clear all unprotected cells on the worksheet. This will refresh the form for entry of another document.
CheckBox71_Click	Macro will run automatically each time the check box for additional pages is clicked.	Macro will lock/unlock cells for entry on Page 2 of the form as necessary.