Payroll Service Bureau
Direct Deposit Form Review Checklist - For Agency Use

Please use this checklist as a guide to help ensure the validity of Direct Deposit Form prior to sending it to Payroll Service Bureau

_____ Form legible

_____ Commonwealth of Virginia Direct Deposit Form submitted is the 08/2019 Form version

_____ Watermark (State Seal) appears on the printed Form

_____ Employee Number provided

_____ Employee Name provided

_____ Employee Name matches Employee Name that correlates to this Employee Number (compare the Employee Number to agency human resource records to validate)

_____ Employee Street Address provided

_____ City, State, and/or Zip provided

_____ Employee Address validated against agency human resource records

_____ Current Account Number provided

_____ Financial Institution Name provided

_____ Routing Number provided

_____ Account Type specified

_____ 'New' or 'Change' specified

_____ Net' or 'Fixed Amount' specified

_____ 'Fixed Amount' selected and dollar amount provided

_____ Account Number provided

_____ Documentation provided to verify routing and account number

_____ Form signed by Employee

_____ Form Dated by Employee

_____ Agency validation section of Form completed