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**Rules of**  
**Office of Administration**  
**Division 10—Commissioner of Administration**  
**Chapter 8—Direct Deposit of Payroll Requirements**

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**Title 1—OFFICE OF  
ADMINISTRATION**  
**Division 10—Commissioner of  
Administration**  
**Chapter 8—Direct Deposit of Payroll  
Requirements**

**1 CSR 10-8.010 Direct Deposit of Payroll  
Requirements**

*PURPOSE: This rule describes the requirements established to allow state employees to participate in the Payroll Direct Deposit program.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) Effective January 1, 2008, all employees that are expected to be employed for longer than three (3) months are required to participate in the state Payroll Direct Deposit program as a condition of employment. Employees are allowed to select the financial institution that will receive the direct deposit. Departments may temporarily or permanently waive application of this section for individuals or classes of individuals with approval from the commissioner of administration or his designee.

(2) Employees must complete a Payroll Direct Deposit application form (MO 300-1269N) to participate. The completed application authorizes the Office of Administration to deposit (credit) the employee's net pay into a designated checking or savings account. It also authorizes an employee's account to be debited only when an error has occurred in a payment to the employee. The Payroll Direct Deposit form (MO 300-1269N) (11-02) which has been incorporated by reference is maintained by the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102. This form does not include any amendments or additions to the form. The form is available at the Office of Administration or online at <http://www.mo.gov/mo/samii/hr/hrp&p/ddapp.pdf> or by mailing a written request to the Missouri Office of Administration, PO Box 809, Jefferson City, MO 65102.

(3) Departments must forward the Payroll Direct Deposit application forms to the Division of Accounting as the information is received in the agency payroll office. Payroll Direct Deposit of the employee's net pay will begin the pay cycle following the acceptance of a properly completed application form and the successful processing of a test transaction through the banking system.

(4) If an employee does not have a checking or savings account, the state has made available through banking contracts, choices of banks that will assist in setting up an account. If the employee chooses not to open a checking or savings account, a payroll card account must be chosen from the options provided by the State Treasurer's Office. Agencies must follow the policies established by the commissioner of administration.

(5) The state will conduct Payroll Direct Deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Automated Clearing House Association and its member local Automated Clearing House Associations shall apply, as limited or modified by law.

*AUTHORITY: section 33.155, RSMo 2000.\*  
Emergency rule filed July 17, 1990, effective Aug. 28, 1990, expired Dec. 24, 1990.  
Original rule filed July 17, 1990, effective Dec. 31, 1990. Amended: Filed Nov. 17, 1997, effective July 1, 1998. Amended: Filed June 16, 2005, effective Dec. 30, 2005.  
Amended: Filed May 14, 2007, effective Nov. 30, 2007.*

*\*Original authority: 33.155, RSMo 1990.*