

### **Electronic Fund Transfer**

Electronic Fund Transfer (EFT) or Direct Deposit is a benefit available to all Department of Education (DOE) employees. Direct deposit provides for the electronic transfer of the employee's pay directly to his/her bank account. It allows employees to have immediate access to his/her pay.

### **Eligibility Requirements for EFT**

An employee must meet the following criteria in order to have his/her paycheck directly deposited:

- Employee must have a valid bank account in a bank that accepts Electronic Fund Transfer and must appear as an owner of the account to be used for direct deposit.
- Bank accounts that are not in the employee's name cannot be used.
- Applications without a copy of a voided check, savings statement, or passbook account, as applicable (with pre-printed name) will be returned.
- The employee must be active on payroll. Employees must re-enroll upon return from an unpaid leave of absence.

If you wish to have your net pay directly deposited to your bank account, you may enroll online through the [Web Employee Self Service/Web Payroll](#). This can be accessed through the DOE intranet using your DOE Outlook email id and password. Through this application, you can enroll, update or cancel your direct deposit membership.

You may also complete an [Electronic Fund Transfer Application Form](#). The completed application with the appropriate supporting documentation must be submitted to:

**Administrative/Support Payrolls**  
**Attention: EFT Unit**  
**65 Court Street, Room 1703**  
**Brooklyn, New York 11201**

You must use the same form if you wish to update or cancel your current direct deposit enrollment. Direct Deposit enrollment, changes and cancellations are only processed during the open enrollment period.

[How to Complete the Direct Deposit Authorization Form](#)