



# Payroll

Finance & Administration

UNIVERSITY OF GEORGIA

## Direct Deposit Personal Exemption Request Form

### Employee Information

\_\_\_\_\_  
Last First MI Empl ID

\_\_\_\_\_  
Job Title Department

\_\_\_\_\_  
Employee's Email Address Work Phone

### Policy

It is the policy of the Board of Regents of the University System of Georgia that all employees be required to use direct deposit to receive payroll related payments. The policy can be found on Board of Regents website at the following location: <http://www.usg.edu/policymanual/> Section 7.5.1.1 Electronic Transfer of Funds.

**Personal Exemption Request** (*To be completed by the employee desiring to be exempted from the requirement that they enroll in direct deposit*)

I request an exemption from the direct deposit requirement due to the following reason (check one):

\_\_\_\_\_ I currently do not have an account at an eligible financial institution and am unable to obtain an account. Attached is a letter from an eligible financial institution to this effect.

\_\_\_\_\_ I request that the institution's Chief Business Officer consider an exemption for my specific extreme hardship. Attached is a letter explaining my hardship.

### Employee Acknowledgement

The employee may enroll in direct deposit should circumstances change. Employee acknowledges that he/she may be offered other payment methods as options, other than paper check, when such options may become available.

By signing below, I acknowledge having been provided access to the referenced policies requiring direct deposit, and hereby submit my request for exemption for the reason stated above.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Please return this form and any attachments to:

Payroll Department  
University of Georgia  
Room 205  
Business Services Building  
Athens, Ga, 30602-4215  
Fax: 706-542-6779  
Email: payroll@uga.edu