

# IDAHO STATE TAX COMMISSION

## DIRECT DEPOSIT

Payroll direct deposit is required for all State employees

- You must provide a voided check or copy of a check to set up your payroll direct deposit. ***Deposit slips are not accepted.***
- You may have your pay check deposited into a maximum of four separate banks and/or accounts using a combination of up to two savings and/or two checking accounts.
- You can view/print your pay stub on-line at the State Controller's Office website one week prior to the actual pay date.
- Human Resources will set up your initial direct deposit for one account. You will receive information on your first day about how you can set up additional accounts if you choose. Please designate if you wish this initial set-up to be to checking or savings.

Checking \_\_\_\_\_ Savings \_\_\_\_\_

Employee Name: \_\_\_\_\_

Attach voided check here