

Bank Account Changes

Agency Requirements:

All requests for bank changes should be submitted through the Agency Central Office. Requests should be in letter or memo format and include the following information and/or answers to questions:

- Bank name, address, account number, and the routing number that will be used
- Specification sheet for checks from the bank (Make sure transit number and account number are filled in on chart)
- Direct Deposit Decision. YES or NO (If yes, by which method and a copy of the signed agreement between the company and the bank. The method of direct deposit can vary depending on the bank.)
- The effective date of the switch. This decision may be more complicated than it appears depending on the number of pay groups the company has and the pay period beginning and ending dates of the pay groups at the time of the conversion. The effective date will reflect the first day of the first pay period that will be paid on the new bank. This date should be the first day of the month for non-lag pay groups and for bank reconciliation purposes. If the agency has weekly pay groups, this also needs to be taken in account.

The timing of the switch to the new bank account is very important. Each Agency will be consulted regarding this matter. It is recommended that the switch occur after the end of month confirm and before any off-cycle checks can be confirmed. Changes will be made in HRPROD the morning after the Agency's last confirm with checks printed on the old bank.

- How many blank checks?
- Will you be using bank reconciliation or positive pay?
- Do you want the numbers of the checks from the new bank to start with a different number?
- Has the bank been added to the State of Georgia Auditor's Chart of Accounts?(If new SCOA is needed or is different (due to different routing number of institution) from what was requested on form, coordination with FS A/R section will need to be ensured. A/R must set up payroll account on their side as well as us setting up payroll account on the HR side.)
- Agency Contact (Name, Phone Number, Address, Fax Number & E-Mail address)
- All requests must be submitted to SAO at least 30 days prior to effective date
- Once the information has been received by SAO, sample checks and a test-prenote direct deposit file (if applicable), will be certified by the SOA HCM staffer and the bank indicating our tests are O.K.
- If there are no problems with the tests and sample checks, the changes will then be put into production.

Agency Requirements:

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Bank name:
Bank address:
New Bank Account Number:
Routing Number:
Will you be using Direct Deposit: YES or NO
Proposed Effective date of the switch:
How many blank checks?
Will you be using bank reconciliation or positive pay?
Do you want the numbers of the checks from the new bank to start with a different number? YES or NO If yes, what is the start number_____
Agency Contact Name:
Phone Number:
Address, Fax Number:
E-Mail address:

- All requests must be submitted to SAO at least 30 days prior to effective date