



Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

May 25, 2021

MEMORANDUM

To: All State Agencies

From: Dhiren V. Shah
Director
Central Payroll Bureau

Subject: **Direct Deposit Forms**

Effective June 1st, 2021 CPB will require all paper Payroll Direct Deposit Authorization forms to be typed using the online fillable form found on our website:

https://www.marylandtaxes.gov/statepayroll/Static_Files/Direct_Deposit_Form.pdf

Upon opening the form, employees can type directly into the appropriate fields. When complete, the form will need to be printed, signed with a pen in blue or black ink and mailed to the address on the bottom of the form.

Due to privacy and security reasons, agencies are not to keep a copy of this form. To initiate Direct Deposit employees must complete the fillable paper form with wet signature and mail it to CPB.

Employees who currently have Direct Deposit can make changes or discontinue their Direct Deposit using our online portal - POSC:

<https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>

Please call Melissa Maglin, Direct Deposit Supervisor at 410-260-7002 if you have any questions regarding this change.

