

State of Vermont
VTHR Operations
Request for Waiver of Direct Deposit

Approved: _____
Denied: _____
Signature of Commissioner of DHR: _____
Date: _____

Employee Information:

Last Name: _____ First: _____ M.I. _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Job Title: _____ Employee ID#: _____

Agency / Department: _____ Work Location: _____

Employee's Email Address: _____ Work Phone: _____

Direct Deposit Requirement

Pursuant to Section 101 of Act #4 of the Legislative Acts of 2009 and Personnel Policy 12.11 - Direct Deposit, all employees of the State of Vermont are required to receive their pay via Direct Deposit.

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

I request that I be paid by paper check for the following reason (Check one):

Written rejection action from banking facility

The employee must submit written confirmation from at least two banks and/or credit unions declining to open either a checking or a savings account. The bank confirmation must be dated within 30 days of the request for waiver.

Documented religious aversion to technology and its usage

The employee must submit written confirmation that he or she has a bona fide religious belief and that compliance with the Direct Deposit Policy is contrary to his or her religious faith. The documentation must include a copy of any writings that indicate an objection to the use of technology that would prohibit compliance with the Policy. If the claim of conflict is based upon the laws or tenets of a religious organization, the documentation must include information that would allow a representative of the State of Vermont to contact a representative of the religious organization in order to verify the validity and sincerity of the employee's religious belief.

Employee Acknowledgements

For payments not made by electronic funds transfer (direct deposit), all paper checks shall be mailed by the State Treasurer and shall be dated the date of the employee's pay date. No post-dated paper checks shall be mailed prior to the designated payday. The State assumes no responsibility for the delay in receiving a paper check via the United States mail or its equivalent. Should a paper check have to be reissued due to a lost check, employee may have to wait for as much as seven days before a replacement check will be issued and mailed within seven days of the receipt of an affidavit attesting to the loss.

Employee may enroll in Direct Deposit should circumstances change. Employee acknowledges that s/he may be offered other payment methods as options, other than paper check, when such options become available.

By signing below, I acknowledge the above and to having been provided a copy of Personnel Policy 12.11 and that I request a waiver of the Direct Deposit requirement.

Signature of Employee: _____

Date: _____

Instructions:

Employee should execute and submit this form to the following address:

Commissioner of HR
120 State Street, 5th Floor
Montpelier, VT 05620-2505