


**Washington Military Department
Payroll Department Procedure No. 002-21-00**

Title:	Direct Deposit State Active Duty
References:	WAC 296-817 Procedure # (01-21-00) Maintaining Correct Addresses for State Active Duty Service Members WMD Form 2052-21, Authorization for Automated Clearing House (ACH) Direct Deposit of Wages WMD Form 2051-21, State Active Duty Personnel Address Change Form
Information Contact:	Human Resources-Payroll Director – State Safety Division Building #20B, (253) 512-7942
Effective Date:	April 21, 2021
Mandatory Review Date:	April 21, 2025
Revised:	New
Approved By:	 <hr/> Laura Drybread, Human Resources-Payroll Director – State Safety Division Washington Military Department

Purpose

Provide guidance to the federal points of contact (POCs) who initiate the paperwork for service members who want to enroll in direct deposit for pay earned while assigned to state active duty.

Scope

This procedure applies to all Washington Military Department (WMD) National Guard and State Guard who are assigned to state active duty. This does not apply to federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in federal military status or military technicians.

Policy

Service members who are assigned to state active duty will be paid via direct deposit. Command requires that all service members initiate a direct deposit enrollment upon their first activation to state active duty by completing the ACH Direct Deposit of Wages Form (WMD Form 2052-21).

Verification of bank accounts can delay the beginning of direct deposit by one or two pay cycles. Checks will be mailed from the Office of Financial Management to the service member's permanent residential address of record or permanent mailing address of record if mail is not received at their residence until their enrollment takes effect. Pay stubs are sent separately and will continue to be mailed following the service member's receipt of pay via direct deposit.

Responsibilities

A. Federal POCs shall:

1. Provide every activated service member a letter of instruction and individual responsibilities to maintain accurate direct deposit information.
2. Ensure each service member activates direct deposit by submitting an enrollment form and required account documentation from their bank to the State Payroll Office.
3. Verify with current enrollees at each deployment that their bank account information and permanent residential address of record is current. Note this on the service member's direct deposit form by checking the appropriate box.
4. Confirm bank account information with new enrollees through obtaining a cancelled (voided) check from the service member's bank account; or a letter/identification card from the bank identifying the service member's routing and account number as required on the direct deposit form.
5. Submit the completed enrollment form to the State Payroll Office within three business days of receipt from the service member.
6. Submit any change forms for banking information to the State Payroll Office within three business days of receipt from the service member.
7. Submit any changes of address to the State Human Resources Office within three business days of receipt from the service member as required under the "Maintaining Mailing Addresses for State Active Duty Service Members" (Unified Procedure # 01-21-00).
8. Maintain confidentiality of all service members' bank account information by storing documents in a locked secure location prior to submission to the State Payroll Office.

B. State Payroll Office shall:

1. Enter new direct deposit information into the Human Resources Management System (HRMS) immediately upon receipt.
2. Verify enrollees bank account information has not changed since the last activation by confirming the box on the enrollment form has been checked and signed by the federal POC who made the verification against the information in HRMS.
3. Ensure that direct deposit banking information is not removed from the HRMS upon deactivation from the assigned mission.

C. State Human Resources Office shall:

1. Periodically run a report showing all active servicemembers showing in the HRMS and provide it to the Federal POC to be compared against active service members in the National Guard and the State Guard.
2. Upon return from the Federal POC, will remove service members who are no longer affiliated with either the National Guard or the State Guard.

D. Service Members shall:

1. Sign up for direct deposit as required by Command;
2. Provide up to date and timely data for any bank account changes to the Federal POC during the deployment process; and
3. Maintain a correct permanent residential address and a permanent mailing address of record if unable to receive mail at their residential address so that mailed payroll stubs, W-2's and other mail from Payroll can be received.
4. Failure of the service member's part to keep their personal information up to date will result in a delay of payment either by direct deposit or due to returned mail for inadequate or incorrect address information.

Procedure

- A. This procedure and the ACH Direct Deposit of Wages Form (WMD Form 2052-21) shall be included in all deployment packets of service members activated to state active duty.
- B. All documents received from service members are to be provided to the appropriate processing office within three business days of the service members deployment or the end of the pay period, whichever comes first.