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Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

March 11, 2020

MEMORANDUM

To: All State employees

From: Dhiren V. Shah 
Director
Central Payroll Bureau

Subject: **Direct Deposit**

Central Payroll Bureau appreciates the fact that we have 95% of State employees participating in Direct Deposit. The remaining 5% who are currently receiving paper paychecks are strongly encouraged to sign up for direct deposit to their Checking or Savings account at a financial institution of their choice.

This is particularly important now as we look to mitigate any adverse impact to the paycheck distribution process due to COVID-19. Signing up for direct deposit will ensure that your pay will be available to you on pay day.

Please complete a Direct Deposit form and send it in to CPB as soon as possible. You can access the form on our website:

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

Thank you.