The City College of New York | **Office of Payroll Services**

TO: CCNY Employees

FROM: Office of Payroll Services

RE: Direct Deposit Form AC2772 Update

DATE: January 19, 2023

CUNY University Payroll has changed its policy regarding direct deposit submissions due to security concerns. This policy impacts new and existing employees who wish to update their direct deposit information.

New Hires
Effective 1/1/2023, all newly hired New York State employees are required to submit a direct deposit form (AC2772). Pursuant to State Finance Law **§200 (4)(a)(ii),** employees who wish to opt out of being paid by direct deposit can request an exemption by completing Section B of the form. **Please find the link to the updated direct deposit form:** Direct Deposit Form AC2772 (Updated)

A direct deposit form along with a copy of government-issued identification, and a voided check or bank direct deposit authorization letter can be submitted in person to Payroll Services in Baskerville Hall, room 301. The forms can also be submitted to Payroll Services at Payrollservices@ccny.cuny.edu using the CCNY Secure File Transfer System at https://securetransfer.ccny.cuny.edu/. Employees can login to the system using their CCNY employee email credentials. Direct deposit forms that are submitted from a non-CCNY email address will not be accepted.

When submitting your direct deposit form, you must include a government-issued identification (ex: Passport, Driver's License, etc.). Direct Deposit forms that do not include government-issued identification will not be accepted.

Please note that Payroll Services will verify the information you include on the form (name, phone number, home address, last 4 of SSN, etc.). Please be sure to include your full legal name (no preferred names), your phone number,

and address that is in CUNYfirst. All information must match Payroll Services records.

Current Employees
Current employees wishing to make changes to their direct deposit status should submit their updated direct deposit form along with government issued identification directly to Payroll Services at payrollservices@ccny.cuny.edu using the CCNY Secure File Transfer System at https://securetransfer.ccny.cuny.edu/.

Should you have any questions, please contact Payroll