

## DOE -- DIRECT DEPOSIT WORKSHEET

Bring with you the following: 1) Letter with your user ID and temporary password, 2) Pay statement (also known as Employee's Earnings and Deductions Statement), and 3) a voided check or verification from the bank confirming the routing and account number of **ALL** of the bank and credit union accounts you are going to be depositing into.

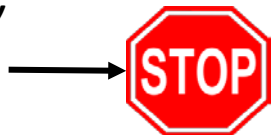
**User ID:** \_\_\_\_\_ **Temporary Password:** \_\_\_\_\_

**New Password:** \_\_\_\_\_ [minimum of 10 characters with one upper case letter, one lower case letter, one number (0 to 9), and one special character such as !, @, #, %, or &]

*The website to enter your direct deposit information: [hip.hawaii.gov](http://hip.hawaii.gov)*

	Primary Direct Deposit <small>Must enter this first</small>	1st Direct Deposit <small>(formerly known as "CU" Deduction)</small>	2nd Direct Deposit	3rd Direct Deposit
<b>Routing Number (9 digits)</b>				
<b>Account Number (no space or dash)</b>				
<b>Retype Account Number</b>				
<b>Account Type (Circle which type)</b>	Checking or Savings	Checking or Savings	Checking or Savings	Checking or Savings
<b>Deposit Type (Circle which type)</b>	Balance of Net Pay	Amount or Percentage	Amount or Percentage	Amount or Percentage
<b>Amount or Percent (Enter the \$ or % amount in the blank)</b>	Leave blank	\$ _____ OR % _____	\$ _____ OR % _____	\$ _____ OR % _____
<b>Deposit order</b>	999	1	2	3

**STOP** if you do not have any "CU" on your current pay statement



**Protect this sheet -- Do not lose or leave out for others to see  
Shred after entering into HIP-ESS**