

## **AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF UNEMPLOYMENT INSURANCE BENEFITS**

State of Hawaii  
 Department of Labor and Industrial Relations – Unemployment Insurance Division  
 uiclaims.hawaii.gov

Name – Last, First Middle Initial	Social Security Number	
Address	City	
	State	Zip Code
Your Signature	Phone	Date

This authority is to remain in full force and effect until UID has received written notification from me, of its termination in such time and in such manner as to afford UID and the Financial Institution a reasonable opportunity to act on it. I further acknowledge and agree to the terms and conditions on page 2.

### CHECK ONE:

<input type="checkbox"/> NEW (New Direct Deposit Participant)	<input type="checkbox"/> CHANGE (Financial Institution and/or Account #)
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I hereby authorize the Hawaii Unemployment Insurance Division, hereinafter called UID, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and my financial institution named below, to credit and/or debit the same to such account.

**NOTE:** Please provide all information requested below in ink. Due to the time required for UID and bank processing, please allow one or two pay periods for processing.

IF YOU ARE DEPOSITING INTO A CHECKING ACCOUNT, ATTACH A VOIDED CHECK FOR ACCOUNT VALIDATION.

<b>IF YOU DO NOT HAVE A VOIDED CHECK OR WANT TO DEPOSIT INTO A SAVINGS ACCOUNT, HAVE YOUR FINANCIAL INSTITUTION COMPLETE THIS SECTION:</b>		
Financial Institution (US only)	Address	
Branch	City/State	Zip Code
TRANSIT ROUTING NUMBERS	ACCOUNT NUMBER INFORMATION	
:	:	
<input type="checkbox"/> CHECKING <span style="margin-left: 200px;"><input type="checkbox"/> SAVINGS</span>		
Signature of Financial Institution Representative	Phone	Date

This form is to be retained by UID and placed in the file as a matter of record.

MAIL THIS (ORIGINAL) FORM TO:  
 Unemployment Insurance Division  
 Transaction Unit  
 830 Punchbowl Street, #324  
 Honolulu, HI 96813

Direct Deposit Authorization / Modification Statements

- A. Direct deposit stays on your claim until your benefit year ends. After your authorization of direct deposit into a financial institution account takes effect, any unemployment benefits you receive from the Hawaii Unemployment Insurance (UI) Division will be deposited into that account, until one of the following occurs:
  - The department has processed a request for direct deposit into another account.
  - A benefit payment directed to that account is returned to Hawaii UI Division by the financial institution.
- B. To CHANGE the Direct Deposit to another bank or account, log into your account at <http://uiclaims.hawaii.gov> and click on the Direct Deposit link under "Manage My Account". Read and accept the Terms of the Authorization Information. Complete the Account Information on-line.
- C. Before you CLOSE a bank account to which you have authorized direct deposit, submit a CHANGE (see above). If you do not act timely, the direct deposit payment will be returned to the UI Division.
- D. If your direct deposit payment is returned to UI Division, you will be contacted by the UI office during work hours (Monday to Friday, 7:45am to 4:00pm) to resolve the matter.
- E. ONE ACCOUNT ONLY. The Direct Deposit program does not allow your benefits to be split between more than one account. Your UI benefits will be deposited into either a checking or savings account.
- F. Some credit union or savings and loan routing numbers are not compatible with Direct Deposit. You may need to contact a representative from your credit union or savings and loan branch to request their American Banking Association number as an alternative. You may also locate or confirm a compatible bank transit routing number by visiting the Federal Reserve E-Payment Routing Directory on the Internet at the following address: [http://www.fededirectory.frb.org/search\\_ach.cfm](http://www.fededirectory.frb.org/search_ach.cfm).
- G. US FINANCIAL INSTITUTIONS ONLY. The UI Program cannot deposit UI benefits into foreign bank accounts. You must select a U.S. bank or credit union for direct deposit of UI benefits. The Federal Reserve Automated Clearing House (FedACH) must recognize the bank as a U.S. bank. A bank representative can inform you of the bank's FedACH status.
- H. The Hawaii UI Division is NOT responsible for errors in the bank transit routing number or in the account number as submitted by you, and is not responsible in the event that the financial institution you have selected does not accept direct deposits.
- I. Any false statement or failure to disclose a material fact in order to obtain or increase your benefits may result in criminal prosecution and disqualification from benefits, and will require repayment of any funds improperly deposited to your account.
- J. By electing direct deposit, you authorize the department and your financial institution to investigate, correct and resolve any error or discrepancy in the direct deposit of UI benefits to your account.
- K. It is your responsibility to notify the UID of any changes to your mailing address and email address.
- L. All transactions with your account shall be governed by the Electronic Fund Transfer Rules and Procedures and the Automated Clearing House (ACH) rules.
- M. Direct Deposit is not an option for certain benefit programs, including but not limited to: Trade Adjustment Act, Trade Readjustment Allowance and Disaster Unemployment Assistance.