



**OFFICE OF THE GOVERNOR  
AMERICAN SAMOA GOVERNMENT**

January 23, 2023

**GENERAL MEMORANDUM NO. 018 – 23**

To: Directors and Agency Heads  
From: Acting Governor of American Samoa  
Subject: All government employees required to use direct deposit

Beginning March 1, 2023 all payments made by American Samoa Government for wages, stipends, and expense reimbursements to ASG employees will be made by electronic funds transfers commonly known as “direct deposit.” This will allow ASG to process payments to its employees in the most efficient and economical manner. Direct deposit allows ASG to electronically deposit payroll or other payments directly into an employee’s account. The deposit can be made into any financial institution that the employee chooses so long as it is capable of receiving the direct deposit.

Electronic payment through direct deposit provides a fast, convenient, and inexpensive way to process payroll. Your payroll check is sent directly to your bank account on pay day morning — on time, every time. There is no waiting for the check nor waiting in lines to deposit or to cash your check.

While many ASG employees already take advantage of having their payments sent via direct deposit, there are currently employees in various departments, agencies, or other offices, who are not enrolled in direct deposit. This causes inefficiencies, costs, and potential errors that can be avoided through the use of direct deposit. In addition to lowering costs, electronic payments increase security for the employee and ASG. It also helps protect the environment through the elimination of paper checks.

All ASG employees must be enrolled in direct deposit by February 28, 2023 in order to receive payments from ASG. All Directors, Agency heads, and Office heads should work with Treasury to determine which of their employees are not currently enrolled in direct deposit for their payroll or other reimbursement to ensure they are enrolled by this deadline.

TALAUEGA E. V. ALE  
Acting Governor