

**HOW WOULD YOU LIKE TO HAVE YOUR PAYROLL CHECK AUTOMATICALLY DEPOSITED?**

PINAL COUNTY offers the benefit of DIRECT DEPOSIT of your payroll check. Your payroll check will be deposited into a checking or savings account at a financial institution of your choice. Funds will be available to you the morning of each payday, with your earnings statement returned to you as your record of deposit.

To participate in this employee benefit program, please complete the authorization form and return it with a voided check from your checking account or pre-printed deposit slip from your savings account. *Your bank routing number **MUST** be supplied before direct deposit can be submitted, this is a nine-digit number beginning with 3221 or 1221.*

**\*\*We require two pay periods to process your direct deposit request. Please note that any additions or changes in account status will cause your direct deposit to stop for two pay periods for financial notification reasons. During this time you will receive a paycheck and you will be responsible for any payments that may be deducted from your direct deposit.**



P I N A L • C O U N T Y  
*wide open opportunity*

**EMPLOYEE AUTHORIZATION FOR AUTOMATIC DEPOSIT**

\_\_\_\_\_ *(Please initial here)* I authorize Pinal County to initiate credits (and/or corrections to the previous credits) to the Financial Institution(s) indicated below. This authority is to remain in full force and effect until you have received written notification from me modifying or terminating this action.

\_\_\_\_\_ *(Please initial here)* I am instructing you to **terminate** my direct deposit.

	Financial Institution	*Account Number	Amount of Deposit	Checking/Savings	ACTION
1					
2					
3					
4					

NAME (Print): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_