



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

EMPLOYEE AUTHORIZATION FOR Direct DEPOSIT

PINAL COUNTY offers the benefit of DIRECT DEPOSIT for your payroll and non-payroll reimbursements. Monies will be deposited into a checking and/or savings account at the financial institution(s) of your choice. **PLEASE NOTE: Pinal County only allows TWO financial institutions on file at a time.**

To participate in this program:

- Complete this authorization Form and submit it to Pinal County Human Resources.
- If depositing to a **checking** account, attach a voided check.
 - **Do NOT** use deposit ticket routing number for automatic deposits to checking accounts.
- If depositing to a **savings** account, attach a pre-printed deposit slip.

Please allow two (2) pay periods to process your direct deposit request. NOTE: Any additions or changes in account status may cause your direct deposit to stop for two (2) pay periods for financial notification purposes. During this time, you will receive a live check and be responsible for any personal payments that would otherwise be deducted from your paycheck.

Please deposit my payroll check as follows:

Financial Institution	Account Number	Checking or Savings	Amount of Deposit (\$ amount or "All")	Action (Cancel / Change / New account)

Questions on completing this form? Contact Human Resources at (520) 866-6231

Name (Print): _____ **Last Four (4) Digits of Your SSN:** _____

Signature: _____ **Date:** _____

For HR use only:

EEID # _____ Prenote: Yes No

Entered by: _____ (initial / date) Verified by: _____ (initial / date)