

PRESCOTT UNIFIED SCHOOL DISTRICT #1

300 E. Gurley Street - Prescott, AZ 86301
Phone: 928-445-5400 - Fax 928-776-0243

DIRECT DEPOSIT SUREPAY EMPLOYEE AUTHORIZATION

I authorize PRESCOTT UNIFIED SCHOOL DISTRICT #1 to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error, to my checking and/or savings account.

To enroll/change in the payroll Direct Deposit program you are **REQUIRED** to complete this form in it's entirety **AND** attach **ONE** of the following forms to this request:

1) A voided check(s) for the account you want to direct deposit into. **OR**

2) A direct deposit authorization form supplied by your financial institution for the account(s) you want to direct deposit into.

NEW DIRECT DEPOSIT

ADD ANOTHER DIRECT DEPOSIT

CANCEL MY DIRECT DEPOSIT

CHANGE CURRENT DIRECT DEPOSIT

TO BE COMPLETED BY THE EMPLOYEE

Employee Name: _____

Signature: _____

Date: _____

This authority is to remain in effect until you have received written notification from me of its termination.

PRIMARY PAYROLL DIRECT DEPOSIT

Financial Institution Name: _____

Account Number: _____

Checking

Institution Routing Number: _____

Savings

SECONDARY ACCOUNT DEDUCTION (Option)

Financial Institution Name: _____

Account Number: _____

Checking

Institution Routing Number: _____

Savings

Set Dollar Amount: _____