



Superior Court of Arizona

Pinal County

Court Human Resources

**Employee Authorization for Direct Deposit**

The Superior Court in 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: You may only have TWO financial institutions on file at one time.**

To participate in this program:

- Complete this authorization Form and submit it to the Pinal County Human Resources Dept.
- 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 Court Human Resources at (520) 866-5574

Name (Print): \_\_\_\_\_ Last Four (4) Digits of Your SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For County HR use only:**

EEID # \_\_\_\_\_ Prenote:  Yes  No

Entered by: \_\_\_\_\_ (initial / date) Verified by: \_\_\_\_\_ (initial / date)