



# Request for Direct Deposit

Please submit to Mail Code 1235

Please attach: Voided check for checking account OR Deposit slip for savings account.

Submit individual form for each financial institution or account.

(Check one) Entire Check  OR  
Part of Check  Amount \_\_\_\_\_

Name \_\_\_\_\_ Pima ID \_\_\_\_\_  
Last First MI

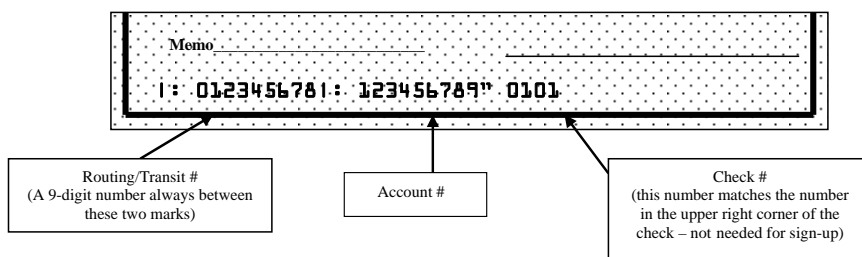
Work Address \_\_\_\_\_  
Campus Name Department Name Phone Ext. Mail Code

Name of Financial Institution \_\_\_\_\_

Type of Account (Check One) Checking  Savings

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_



Authorization: I hereby authorize Pima Community College to initiate payroll-related credit entries, travel advances and reimbursements, debit entries and adjustments (for any credit entries in error) to my account as shown above, until revoked by me in writing or by termination of my employment. I expect this authorization to become effective on the payday following the first successful pre-notification of the financial institution, unless otherwise notified by Payroll. I understand that Pima Community College has the right, 1) to temporarily substitute my direct deposit with a regular payroll check and, 2) to cancel this arrangement permanently for any reason.

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