



Please Read Carefully

Direct Deposit Instructions

1. You now have the option of Direct Deposit to one account or to split it between 2 accounts as long as the financial institution is recognized by the Arizona Clearinghouse system. You must deposit all of your net check. Please complete your request for direct deposit as follows:

Examples Only:

If you want your entire direct deposit to go into one account (all fields required)

Bank Routing ABA (9 digit number)	Account Type Checking/Savings	Account #	Will be 100% of net pay
1. 123456789	Checking	00098756452	100%

If you want your earnings to be distributed to 2 different accounts (all fields required)

Bank Routing ABA (9 digit number)	Account Type Checking/Savings	Account #	One account must be \$ amount and 2 nd account must be Bal of net pay
1. 123456789	Savings	00098756452	\$50.00
2. 987654321	Checking	00025465787	Bal of net pay

If you need to cancel the direct deposit with the set dollar amount, your entire net pay will then be deposited to the account where you have requested the balance of net pay.

If you stop/cancel the direct deposit into which the balance of net pay goes, then both accounts will need to be stopped. Your net pay must be entirely Direct Deposit or entirely live check.

**Mail the form to: District Support Services
Attn: Payroll
2411 W 14th Street
Tempe, AZ 85281**

I understand this remains in effect until written notice of cancellation is submitted. Authorization will take effect not less than ten (10) days after acceptance by the financial institution. Direct Deposit will be cancelled for adjunct faculty, students and temporary employee's if they have not received pay in the last 6 months.

The first time you are paid after the Direct Deposit information has been input will be a pre-note cycle and you will receive a live paycheck. The purpose of the pre-note cycle is to ensure the accuracy of the routing number and the account number. If there are no corrections to be made, the next time you are paid after the pre-note cycle your money should be directly deposited into the desired account(s).

Any change to the Bank Routing # or the Account # requires the information to pre-note again, and you will receive a live check. This process is basically the same as if you were setting up an account for the very first time.

