

PINELLAS COUNTY SCHOOLS
DIRECT DEPOSIT AUTHORIZATION FOR CHECKING ACCOUNT/PAY CARD

Send To: PINELLAS COUNTY SCHOOLS
Payroll Department/ACH
301 Fourth St. SW
Largo, FL 33770-3536
Ph. 727.588.6162

EMPLOYEE NAME (Please Print)

SS#
Social Security Number (Last 4 digits)

Action Requested: New enrollment to checking account _____ Change of bank/account _____ Issue a pay card _____

Direct Deposit Authorization Agreement for Checking Account/Pay Card

I hereby authorize Pinellas County School Board to deposit **100%** of any payments to me, including my net pay and expense reimbursement to my checking account/pay card and if necessary, to make adjustments for deposits made in error to my checking account/pay card listed below. This authority will remain in force and effect until the School Board receives written notification from me of it's termination or change and in such time and manner as to afford the School Board a reasonable opportunity to act upon it.

EMPLOYEE SIGNATURE: _____ DATE: ____/____/____

Attach a blank check marked "Void" or a bank provided form that includes your account number and bank transit/routing number. A deposit slip will NOT work.

If a "Void" check is not available, enter your checking account information below.

Financial Institution: _____

Routing Number:

Account Number: _____

Pay Card Only:
Account number and routing number for pay card will be attached by the payroll department after this form is submitted.

If you transfer your account from the Achieva Credit Union to another financial institution and you have a loan at the Credit Union, you must fill out a Payroll Deduction Authorization form at the Credit Union.

FOR PAYROLL USE ONLY Date Entered: _____ Initials: _____