

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)

Direct Deposit Action Requested (**Mark only one**): (1) New Enrollment \_\_\_\_\_ (2) Change \_\_\_\_\_ (3) Issue a pay card \_\_\_\_\_  
Job classification: Instructional \_\_\_\_\_ Administrative \_\_\_\_\_ Supporting Service \_\_\_\_\_

**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.**

**Pay Card Only:  
Account number and routing number for pay card will be attached and provided 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: \_\_\_\_\_