

PINELLAS COUNTY SCHOOLS  
**DIRECT DEPOSIT AUTHORIZATION FOR SAVINGS ACCOUNT**

**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#**

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Social Security Number (Last 4 digits)

Action Requested: New Enrollment to savings account \_\_\_\_\_ Change of bank/account \_\_\_\_\_

**Direct Deposit Authorization Agreement for Savings Account**

I hereby authorize Pinellas County School Board to deposit **100%** of any payments to me, including my net pay and expense reimbursement to my savings account and if necessary, to make adjustments for deposits made in error to my savings account 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Financial Institution

**This form authorizes deposit to the savings account only. Contact your financial institution for any further disbursements.**

Transfer Routing Number

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Savings Account Number

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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 Achieva's Payroll Deduction Authorization form at one of their locations.

FOR PAYROLL USE ONLY

Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_