HUMAN RESOURCES DEPARTMENT

TOWN OF Payson
Arizona's Cool Mountain Town

303 N BEELINE HWY
PAYSON, AZ 85541
(928) 474-5242 FAX (928) 474-1151

MELANIE BAIRD-SIMMONS, HR MANAGER x5011
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KATHERINE JOST, PAYROLL SPECIALIST x5013
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EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

MUST attach a VOIDED check or a Direct Deposit Form from your Financial Institution

Employee Name: _____ Date: _____

Name as Appears on Bank Account: _____

I HEREBY: ☐ AUTHORIZE ☐ CHANGE ☐ CANCEL

100% NET DEPOSIT:

BANK NAME: _____

ROUTING #: | | | | | | | | | |

ACCOUNT #: | | | | | | | | | | |

☐ CHECKING ACCOUNT ☐ SAVINGS ACCOUNT

MULTIPLE ACCOUNTS:

BANK NAME: _____

ROUTING #: | | | | | | | | | |

ACCOUNT #: | | | | | | | | | | |

☐ CHECKING ACCOUNT ☐ FIXED DOLLAR AMOUNT: $_____

☐ SAVINGS ACCOUNT ☐ PERCENTAGE: _____%

BANK NAME: _____

ROUTING #: | | | | | | | | | |

ACCOUNT #: | | | | | | | | | | |

☐ CHECKING ACCOUNT ☐ FIXED DOLLAR AMOUNT: $_____

☐ SAVINGS ACCOUNT ☐ PERCENTAGE: _____%