

**Arizona Western College Direct Deposit Instructions**  
**Please Read Carefully**

**Direct deposit can be setup into one bank account or split between different bank accounts as long as the financial institution is recognized by the Arizona Clearinghouse system. You must deposit all of your net check into one of these accounts. Please complete your request for direct deposit as follows:**

**Example:**

**If you want your entire direct deposit to go into one account only enter information on first line. If you want your earnings to be distributed to different bank accounts complete information and dollar amounts for additional accounts under lines 2-4. (All fields required)**

<b>Bank Routing ABA (9 digit number)</b>	<b>Bank Name</b>	<b>Account Type</b>	<b>Account #</b>	<b>One account must be Bal of Net Pay all others need to be \$</b>
1. 122101706	Navy Federal	Checking	00078348971	Bal of Net Pay
2. 123456789	National Bank	Savings	00098756452	\$50.00
3. 987654321	Chase Bank	Savings	00025465787	\$100.00
4. 987654321	Chase Bank	Savings	00025447537	\$80.00

If you need to stop/cancel the additional direct deposit with a set dollar amount, your entire Net Pay will then be deposited into the bank account setup for the balance of Net Pay.

If you stop/cancel the direct deposit where the balance of your Net Pay goes, then all direct deposit accounts will need to be stopped or one of the existing accounts must be designated for your Net Pay.

**PLEASE NOTE:** All changes and new direct deposits must be pre-noted. The next paycheck after the direct deposit is setup or changed will be a paper check that will be mailed out to the address we have on file for you. If pre-note is successful, the following paycheck will go into your bank account(s).

**Submit completed forms to the Human Resources department or FAX to: 928- 317-6001. Please do not email your forms as they contain confidential bank account information**

**Mail the form to:** Arizona Western College  
Attn: Human Resources  
PO Box 929  
Yuma, AZ 85366



# Direct Deposit Authorization/Change Form

Please fill in all information

Choose One: New \_\_\_\_\_ Add \_\_\_\_\_ Change \_\_\_\_\_ Stop \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Please Print Last Name First Name

Employee ID \_\_\_\_\_

**IMPORTANT: Voided Check or Copy of Bank Account Identification showing routing number and bank account number must be attached below.**

(All fields are required)

(For additional accounts use another form)

Bank Routing ABA (9 digit number)	Bank Name	Account Type	Account #	One account must be Bal of Net Pay all others need to be \$
1.		<input type="checkbox"/> Checking <input type="checkbox"/> Savings		Balance of Net Pay
2.		<input type="checkbox"/> Checking <input type="checkbox"/> Savings		\$
3.		<input type="checkbox"/> Checking <input type="checkbox"/> Savings		\$
4.		<input type="checkbox"/> Checking <input type="checkbox"/> Savings		\$

I understand all changes and new direct deposits must be pre-noted and my **next paycheck will be a paper check** that **will be mailed to my address on file**. If pre-note is successful, the following paycheck will go into my bank account(s). I hereby authorize AWC to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) checking or savings account and the deposit names above, to credit and/or debit the same such account. **I understand this remains in effect until written notice of cancellation is submitted.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Required

**\*\*Attach a Voided Check or Copy of Bank Account Identification here\*\***