



STATE OF ARIZONA- AUTHORIZATION FOR DIRECT DEPOSIT

State Policy, authorized by A.R.S. §23-351.D.5, requires all employees to participate in the direct deposit/payroll card program.

SUBMIT FORM TO YOUR AGENCY'S PAYROLL DEPARTMENT

AGENCY ID	EMPLOYEE IDENTIFICATION NUMBER (EIN)	EMPLOYEE NAME (PRINT)

DIRECT DEPOSIT

ACTION	ESTABLISHED BANK ACCOUNT INFORMATION			ACCOUNT TYPE	AMOUNT TO DEPOSIT	TIMES PER YEAR
A = ADD C = CHANGE S = STOP K = KEEP	NAME OF FINANCIAL INSTITUTION	ROUTING NUMBER	ACCOUNT NUMBER	C = CHECKING S = SAVINGS	FIXED AMOUNT OR NET PAY (Select only 1 NET PAY)	24 = TWICE MONTHLY 26 = EVERY PAY DAY
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

The Routing Number is a nine (9) digit field located in the lower left corner of your check. The Account Number and check number follow the Routing Number.

ATTACH HERE

For a new account, please attach a statement or photocopy from your financial institution showing Your Name, the Routing Number and Account Number. Alternately, if the new account is a checking account, you can attach a VOID check that shows your name and address.

I certify I am an authorized signer for any account(s) I am adding or changing. I authorize the State of Arizona and the financial institution to process CREDIT OR DEBIT ENTRIES AND ADJUSTMENTS to the bank account number(s) stated on this form. I will notify the State of Arizona of any known changes or closures of these account(s). When the State of Arizona is notified by my financial institution of changes affecting this direct deposit, the State of Arizona is authorized to make the applicable changes. This authorization is to remain in effect until a new authorization is received.

EMPLOYEE SIGNATURE

DATE

CASHPAY VISA PAYROLL CARD (Default payment method if no direct deposit is designated above)

SIGN ME UP FOR A CASHPAY CARD
 I ALREADY HAVE A CASHPAY CARD
 I DO NOT WANT A CASHPAY CARD

ACTION	BANK OF AMERICA CASHPAY® CARD ACCOUNT <small>(IF YOU DO NOT HAVE A CASHPAY ACCOUNT, LEAVE THE ROUTING NUMBER AND ACCOUNT NUMBER BLANK AND GAO CENTRAL PAYROLL WILL ESTABLISH AN ACCOUNT FOR YOU)</small>			ACCOUNT TYPE	AMOUNT TO DEPOSIT	TIMES PER YEAR
A = ADD C = CHANGE S = STOP K = KEEP	NAME OF FINANCIAL INSTITUTION	ROUTING NUMBER	ACCOUNT NUMBER	C = CHECKING S = SAVINGS	FIXED AMOUNT OR NET PAY (Select only 1 NET PAY)	24 = TWICE MONTHLY 26 = EVERY PAY DAY
	Bank of America				<input type="checkbox"/>	

By accepting and using my CashPay card, I acknowledge that I agree to be bound by the terms and conditions in the CashPay Cardholder Agreement. I authorize The State of Arizona to process CREDIT OR DEBIT ENTRIES AND ADJUSTMENTS to my CashPay account. When the State of Arizona is notified by Bank of America of changes affecting my account, the State of Arizona is authorized to make the applicable changes. This authorization is to remain in effect until a new authorization is received. Pursuant to requirements of law, including the USA PATRIOT Act, Bank of America is obtaining information including name, physical address, home phone, date of birth, country of residency, country of citizenship, and identification number (such as social security number) from my employer and will take necessary actions to verify my identity. I understand the CashPay card will be mailed to my address of record. I understand I can change my address by visiting [HTTP://YES.AZ.GOV](http://YES.AZ.GOV) before submitting this form.

MY COUNTRY OF RESIDENCY IS: _____
required

MY COUNTRY OF CITIZENSHIP IS: _____
required

EMPLOYEE SIGNATURE

DATE

AGENCY USE ONLY

The employee is being involuntarily signed up for a payroll card pursuant to State Policy. Deposit amount will be net pay every payday.
 Please complete employee's country of residency and citizenship above.

AGENCY SIGNATURE

DATE

AGENCY REVIEW & ENTRY INTO HRIS

AGENCY NAME	ENTRY PERSON NAME & EIN	ENTRY PERSON PHONE NUMBER	DATE ENTERED	DATE EFFECTIVE
AGENCY NAME	REVIEWER'S NAME & EIN	REVIEWER'S PHONE NUMBER	DATE VERIFIED	CASHPAY VERIFIED