



Payment Authorization Form

Employee Information

First Name: _____

Last Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Employee ID: _____

*Social Security #: _____

CHOOSE ONE OF TWO CONVENIENT OPTIONS

DIRECT DEPOSIT

By choosing traditional direct deposit, your pay will be deposited directly into your checking or savings account each payday.

FOCUS PAYROLL CARD

With the Focus Card, your pay will be deposited on to prepaid Visa® or Mastercard® card. Your card can be used anywhere Visa or Mastercard debit cards are accepted worldwide. It's not a credit card and there is no cost to enroll. Fees and transaction limits apply. See Cardholder Agreement and Fee Schedule for details.

ACCOUNT INFORMATION

1. Check the box for the account type you're selecting (**choose only one**).
2. Fill in the account information for your bank account if you select direct deposit.

<input checked="" type="checkbox"/>	BANK NAME Direct Deposit	ACCOUNT #	ROUTING #	TYPE OF ACCOUNT
<input type="checkbox"/>				<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<input type="checkbox"/>	Focus Card U.S. Bank	Payroll Use Only Focus Card Number: _____	071004200	Focus Card

If Choosing Direct Deposit: Please attach a voided check or copy of check here.

Do not attach a deposit slip, the routing number is not always correct.

I HEREBY AUTHORIZE THE CITY OF TUCSON PAYROLL SECTION AND THE ABOVE-NAMED FINANCIAL INSTITUTION TO INITIATE THE PAYROLL DEPOSITS I HAVE REQUESTED ABOVE.

Employee Signature: _____

Date: _____

** Provision of your social security number on this form is necessary. This request is made in accordance with federal law mandating the use of Social Security Numbers for tax reporting services. Your Social Security Number will be used to report any necessary tax information to ensure proper deposit of funds into your bank account and to accurately maintain your payroll account information.*

Received: _____

Processed: _____

Initials: _____