



**SUREPAY EMPLOYEE AUTHORIZATION FOR AUTOMATIC DEPOSIT**

**NON-NEGOTIABLE**

I (We) hereby authorize the City of Show Low to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error, to my (our) checking account or savings account (indicated below) and the depository name below, to credit and/or debit the same to such account.

Financial Institution Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Transit Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Dollar Amount to be deposited: \_\_\_\_\_  
(State ALL if entire check is to go into this account, otherwise state exact amount you wish to deposit)

This authority to remain in full force and effect until you have received written notification from me of its termination.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Please Print)

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

**EMPLOYEE NOTICE:**

By signing the above authorization for direct deposit and attaching a copy of a voided check or savings account number, your payroll check will be automatically deposited to your account. This is not limited to any certain bank or credit union. If you are concerned that your financial institution is not participating in this program, you may contact your bank or the Human Resource Department at City Hall for verification.

After signing up for Surepay, it will take approximately two (2) pay periods before your check can be direct deposited. If you currently have your paycheck direct deposited into a check and/or savings account; this will STOP while to pre-notification of your new account is processing approximately one (1) pay period). If you have any questions regarding Surepay, please feel free to contact Maureen Griffin 532-4011 or Stephanie McQuillan at 532-4027.