

Tanque Verde Unified School District
Payroll Office- Business Office
Direct Deposit Authorization/ Multiple Deposits

Name _____

Primary Deposit

Name of Financial Institution (Bank, Credit Union, etc.) _____

_____ OR _____

Checking Account Number
Attach voided check

Savings Account Number
Attach voided deposit slip

Bank Routing Number: _____

Secondary Deposit- Dollar amount per pay period _____

Name of Financial Institution (Bank, Credit Union, etc.) _____

_____ OR _____

Checking Account Number
Attach voided check

Savings Account Number
Attach voided deposit slip

Bank Routing Number: _____

I hereby authorize the Tanque Verde Unified School District to initiate credit entries (and/or corrections to the previous credits) to my account (indicated above), and the depository named above to credit the same to such account(s). This authority is to remain in full force and effect until you have received written notification from me of this termination. I understand my participation in this program will be terminated if my wages are garnished or assigned.

Signature _____ Date _____

Return to: Tanque Verde Unified School District / Payroll Office
2300 N. Tanque Verde Loop Rd. /Tucson, AZ 85749

After you submit the completed form to the Payroll Office, it will take at least two pay periods for your direct deposit to become effective. Once direct deposit is effective, you will receive a "Surepay Direct Deposit Receipt" as an e-mail attachment, sent from 'Visions' to your TVUSD issued e-mail address or personal address if you are a substitute.

Direct deposits do not need to be renewed annually. They will continue until you notify the Payroll Office in writing of any changes.