



DIRECT DEPOSIT FORM

(FAX OR XEROX COPIES ARE NOT ACCEPTABLE)

**TO QUALIFY: YOU MUST BE A REGULAR STATUS EMPLOYEE.
HAVE COMPLETED YOUR 90 DAYS PROBATION PERIOD.
TEMPORARY EMPLOYEES ARE NOT ELIGIBLE.**

TO: THE NAVAJO NATION
Payroll Department
P.O. Box 3150
Window Rock, AZ 86515-3150

INCOMPLETE FORMS WILL NOT BE PROCESSED. Form will be mail back to the employee's address listed by the Personnel dept.

Direct deposit enrollments will begin with the 2nd payroll following this request.
(Direct deposit enrollments, updates & cancellations, are processed every pay period ending.)

NAME: _____ SOCIAL SECURITY NO. _____

DEPT. DEPT. WORK
NAME: _____ NO.: _____ PHONE: _____

You may designate up to **two accounts only**, and can be affiliated with two different banking institutions.

CHECK TYPE OF ACCOUNT:
 PRIMARY CHECKING
 PRIMARY SAVINGS

CHECK TYPE OF ACCOUNT:
 SECONDARY CHECKING
 SECONDARY SAVINGS

CHECK ONE SELECTION:
 START CHANGE*

CHECK ONE SELECTION:
 START CHANGE* CANCEL

AMOUNT: 100% or the remainder.

DOLLAR AMOUNT **ONLY**: \$ _____

ACCOUNT NUMBER: _____

ACCOUNT NUMBER: _____

ROUTING NUMBER: _____

ROUTING NUMBER: _____

BANK NAME: _____

BANK NAME: _____

*Adding an account &/or changing your banking information **will stop your direct deposit** for one pay period. You will receive a regular paycheck from your department.

Read and initial beside each one of the following to show that you understand our policy & procedures regarding your direct deposit.

- _____ You are not allowed to have a partial direct deposit *if you have one bank account* set up.
- _____ Once you *cancel* your direct deposit *entirely*, you will *not be eligible* for direct deposit until six months after your cancellation date.
- _____ You are responsible to *notify Payroll immediately before* any adjustments are made to your bank account(s). If you do not notify Payroll of any changes or cancellations to your account(s), this will result in your direct deposit showing up as a reject item and will delay the retrieval of your funds three to five business days.
- _____ Enrollments, changes, & cancellation requests must be submitted on our Payroll direct deposit form or cancellation form. *Payroll does not accept verbal notifications.*
- _____ You are allowed only *two changes per calendar year.*
- _____ I understand that it is *my responsibility to verify that payments have been credited to my account(s)* and that the Navajo Nation assumes no liability for overdrafts for any reason.

Attach a voided blank check from your checking account &/or a voided blank savings deposit slip from your savings account here.

Please do not use staples, use scotch tape to attach.

A voided check or saving deposit slip help us verify your account(s). Occasionally we find that employees submit incorrect numbers, errors, &/or the handwriting is not legible.

Thank you,
Payroll dept.

I HEREBY AUTHORIZE AND DIRECT YOU TO SEND ALL MY PAYROLL CHECKS FOR DIRECT DEPOSIT TO MY ACCOUNT(S) LISTED. This authorization will remain valid and in force until cancelled by me or until my termination of employment with the Navajo Nation. It is my understanding that this request will remain confidential. If I do not follow the procedures outlined, I release Payroll from any and all liabilities.

SIGNATURE: _____ **DATE:** _____

FOR PAYROLL USE ONLY:

DATE ENTERED: _____ DATE: _____

VERIFIED BY: _____ DATE: _____