



GOVERNMENT OF GUAM
 (GUBETNOMENTON GUAHAN)
DEPARTMENT OF ADMINISTRATION
 (DIPATTAMENTON ATMENESTRASION)
PAYROLL SECTION
 (SEKSION SUETO)
 Post Office Box 884; Hagåtña, Guam 96932
 Tel: (671) 475-1195/1268 ~ Fax: (671) 472-9794



AUTHORIZATION AGREEMENT FOR AUTOMATIC (DIRECT) DEPOSIT

EMPLOYEE'S NAME		SOCIAL SECURITY NUMBER	
<div style="border: 1px solid black; width: 100px; height: 15px; margin-left: auto; margin-right: auto;">LAST, FIRST, MI</div>			
MAILING ADDRESS		DEPT / AGENCY	
<div style="border: 1px solid black; width: 150px; height: 15px; margin-left: auto; margin-right: auto;">PO / ST NAME, CITY, STATE, ZIP</div>			
EMPLOYEE'S CONTACT NUMBERS		DEPT. NO.	
WORK:	HOME:		

PLEASE CHECK ONE BOX ONLY:

- NEW ACCOUNT
 CHANGE ACCOUNT
 CANCEL ACCOUNT

PAYROLL DIRECT DEPOSIT INFORMATION - ACTIVATION				
Depository Type	Depository Bank Name	ABA Routing No.	Account #	Amount
<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	SAMPLE BANK	Always 9 digits : 123456789 :	000386XXX	Net Pay Amount
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				Net Pay Amount

The ROUTING NUMBER can be obtained from your financial institution and in most cases it's printed on your check. Incorrect routing number may delay your funds being available to you on the check date.

I hereby authorize the Department of Administration, Payroll Section, to TRANSACT the above effective pay period ending:

FOR PAYROLL SECTION USE ONLY	
RECEIVED BY:	
DATE RECEIVED:	
PROCESSED BY:	
DATE PROCESSED:	

 EMPLOYEE Signature / Date