

## INFORMATION REGARDING DIRECT DEPOSIT

**PLEASE READ CAREFULLY - Improper submissions may delay the direct deposit process.**

**Direct deposit** is the electronic transfer of your weekly unemployment benefit payment into your bank account. This method of payment is an alternative to the Electronic Payment Card (debit card). When you sign up for direct deposit, you are giving the Department of Economic Security permission to credit your bank account.

To sign up for direct deposit, complete the application form on the next page. The form is interactive—you can complete it on your PC and print it. In order to process your request for direct deposit into either checking or saving account, you must provide the **bank routing** and **account numbers** from the financial institution where the account is maintained. These codes are printed on your checks.

**Mail your completed form to:**

**Arizona Department of Economic Security  
PO Box 6666  
Phoenix AZ 85005-6666**

**Or email to:**

**Uldirectdepositagreements@azdes.gov**

**IMPORTANT NOTE:** The above address is to be used only for mailing/e-mailing direct deposit forms. If you send other correspondence or materials to this address, it could delay receipt by the party for whom it is intended.

Direct deposits generally begin **10 days** after we receive your completed form. You will continue to receive any benefit payments you are entitled to **by check** during this period.

Payments are usually posted to your account **two working days** after the funds are transferred. You can see when your payment was transferred by accessing **AZUI.com**, selecting “**View UI Claim Information**” from the “**Online Services**” menu on the left of the page. When you reach the main page of the online claim filing system, select “**View Claim Information**” from the drop-down menu. You will need to contact your bank or credit union to determine when the benefit payment is actually posted to your checking or savings account.

**If there are any changes to your bank or credit union account, you must notify us immediately.**

Changes to your bank or credit union account must be provided in writing to the addresses shown above. A new form must be completed and mailed/e-mailed to the Department if you close or change your checking or savings account. If you change your **account** and wish to **continue** with direct deposits, you must complete a **new Agreement for Direct Deposit**. The reported change will be verified with your bank or credit union. This verification will take approximately **10 days** and you will receive any benefit payments made during this time by check. If you wish to **terminate** your direct deposit, you must complete a **Cancellation of Direct Deposit (ESA-1126A) form**. Forms can be accessed on-line at **AZUI.com**.

