FDU's initiative to go green and do away with paper checks is well underway but now needs your assistance. Although no changes can be made without your approval/signature below, we request that you review the information below.

Direct deposit to a bank, credit union, or PayCard (debit card) helps you in the following ways:

- Funds are available to you on payday.
- Eliminates chance of lost or stolen checks.
- Eliminates trip to the bank and waiting in line

# DIRECT DEPOSIT and PayCard REQUEST FORM

RETURN TO: DIRECTOR OF PAYROLLS – H-DH3-05

NAME: _____

EMPLOYEE/STUDENT ID # _____

DEPARTMENT: _____

MAIL CODE/LOCATION: _____

PHONE NUMBER _____

**____ New Direct Deposit _____ Account/Bank Change _____ Additional Account**

**You may only have one "Full Deposit". You may assign "Partial $ Amt" to your other accounts. Note: There is a <u>maximum</u> on the number of accounts. Up to <u>5</u> Checking accounts and <u>5</u> Savings accounts. For PayCards the Routing # and Acct # will be provided to you with the card issued.**

| # | Bank Name | Checking | Savings | Routing # | Account # | Full Dep | Partial $ Amt |
|---|---|---|---|---|---|---|---|
| 1 | | C_ | S_ | | | | |
| 2 | | C_ | S_ | | | | |
| 3 | | C_ | S_ | | | | |
| 4 | | C_ | S_ | | | | |
| 5 | | C_ | S_ | | | | |
| | | | | | | | |
| | PayCard | PC | | | | Full Dep | Partial $ Amt |
| 1 | | PC_ | | XXXX | XXXX | | |

**** NOTE: You must attach a copy of your personal check for verification of your bank and account number for deposit to a checking account. This verification may take two (2) pay periods before direct deposit is in effect. PLEASE VOID CHECK**

_____ _____

SIGNATURE DATE

RETURN TO: DIRECTOR OF PAYROLLS – H-DH3-05

For FDU FCU information, including direct deposit forms, please contact their office directly.