



DIRECT DEPOSIT INSTRUCTIONS

Save time every payday by choosing DIRECT DEPOSIT for all or a portion of your paycheck to School Systems Federal Credit Union. Your funds will be automatically deposited by your employer to your credit union account each pay day and will be available for immediate use.

Enrolling is as easy as 1...2...3!

1. Print, complete and sign this form
2. Submit the completed form to your employer's payroll department
3. If you are unsure of your member number, you can contact a credit union branch at 518.286.1611 (Troy) or 518.456.1611 (Albany)

Please note that depending on the timing of your pay periods, it may take more than one cycle for this process to be setup and your employer may require additional information to complete your request. You should complete a separate sheet for each direct deposit account. This form is a general use form, some employers may require a specific form.

Employer Name _____

Member Name _____

Address

Social Security # _____

Financial Institution RTN 221382358

Account # _____

Type (check one) Savings Checking

Amount (check one) Net Pay Set Amount \$ _____

I hereby authorize you to deposit my funds each payday directly to my account(s) as indicated. I agree to notify you immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event you notify my financial institution that I am not entitled to the funds deposited to my account, my financial institution is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting fees incurred at the financial institution, and that you cannot issue the payroll funds to me until the funds are returned to you by my financial institution.

Member Signature _____

Date _____

