

Generic Direct Deposit Authorization Form



Friends you can bank on.

This form may not be applicable to your employer. Check with your employer’s payroll department to verify that direct deposit is available to you and whether a standard form is already in use for enrollment. In lieu of a standard form, this completed form provides all the information that most employers would require.

For your convenience, the Service 1st FCU routing number (ABA Number) is already included on this form. Questions about your employer’s ability to direct deposit your paycheck should be directed to your employer’s payroll department. Service 1st can readily accept direct deposit from any employer via the ACH network.

This completed and signed form should be returned to your employer’s payroll department.

(Please detach here)

Direct Deposit Authorization

Check one of the following: Start Stop Change		Effective Date: As Soon As Possible Future Paydate:	
Name (Last, First, Middle Initial)		Social Security or Employee Number	
Financial Institution Name Service 1st Federal Credit Union		Financial Institution Location and Phone 861 Bloom Street Danville, PA 17821 570-271-6060	
Bank Routing Number 231387602	Account Number	Type of Account: Checking Savings	

I authorize _____(Employer) to direct funds to my account at Service 1st Federal Credit Union. If funds to which I am not entitled are deposited in my account, I authorize my employer to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the employer at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the employer for distribution. This will delay my check.

Date (Mo/Day/Yr) Employee Signature Daytime Phone Number

*** For Checking Deposits, please attach a voided check (not a deposit slip)**