



Phone: 203-791-9399 Fax: 203-791-8273

**Automatic Payroll Deposit Form**

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Clock #: \_\_\_\_\_

ACTION (circle one):            START            STOP            Change-as below

In signing this document, I authorize my employer to deduct these amounts from my payroll and deposit as follows. I understand that I can stop these deposit instructions at any time but I must notify my payroll department directly for the fastest response.

x \_\_\_\_\_ Date \_\_\_\_\_

**1. Direct Deposit - SELECT TOTAL AMOUNT**

Institution Name: Western Connecticut Federal Credit Union  
Routing Number #: 221173884

WCFCU Account #: \_\_\_\_\_ Account Type (circle one): CHECKING            SAVINGS

Entire Pay Check

Partial Amount \$ \_\_\_\_\_

**2. Deposit Distribution Instructions** (must be completed)

Your payroll deposit can be split up and distributed among various shares at the credit union. Please detail below how you want each direct deposit/payroll deduction applied to your account.

Savings            \$ \_\_\_\_\_

Checking            \$ \_\_\_\_\_

Money Market \$ \_\_\_\_\_

Holiday Club    \$ \_\_\_\_\_

Vacation Club    \$ \_\_\_\_\_

IRA savings        \$ \_\_\_\_\_

Save to Win!      \$ \_\_\_\_\_

Other- \_\_\_\_\_ \$ \_\_\_\_\_ Descr: \_\_\_\_\_

Other- \_\_\_\_\_ \$ \_\_\_\_\_ Descr: \_\_\_\_\_

**\*\*Note - Use the word balance if the deposit amount may vary because your net check is sent each pay period.**