



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.**