

Employee Authorization for Automatic Payroll Deposit

Many organizations offer an online process (or internal form) for setting up direct deposit. Check with your payroll representative for instructions on updating your payroll direct deposit information. If your organization does not have its own process, then use this form:

- Fill out all the information on this form.
- Write "VOID" across one of your KeyPoint checks. Do not sign. Attach the voided check to this form.
- Submit to your employer's payroll representative.

It's always a good idea to follow up on your request:

- Check on the progress of your request by contacting your organization's payroll representative.
- Verify you are receiving your direct deposit by logging on to KeyPoint Online Banking or Mobile Banking and checking your transactions.

If you have any questions, contact KeyPoint at (888) 255-3637

First Name: _____ Last Name: _____

Social Security Number: _____ - _____ - _____

I hereby authorize:

Employer: _____

Company Address: _____

To: Start Change Automatic Payroll Deposit

Effective: Immediately, or Effective Date: ____ - ____ - _____ (MM - DD - YYYY)

I further authorize KeyPoint Credit Union:

To credit my **Checking** Account #: _____ KEYPOINT CU Routing # 321180515

Entire Paycheck Partial Paycheck Amount: \$ _____

I further authorize KeyPoint Credit Union:

To credit my **Savings** Account #: _____ KEYPOINT CU Routing # 321180515

Entire Paycheck Partial Paycheck Amount: \$ _____

This authorization is to remain in effect until you receive written notification from me of its termination.

Signature: _____ Date: _____

To the Payroll Department:

Please process this automatic payroll deposit request as quickly as possible. Your cooperation is appreciated in arranging this service for our member and your employee.

***Note:** Your first Direct Deposit will occur within one to two months after you submit your Direct Deposit Request Form, depending on your company's processing schedule. You will then receive a pay stub from your company (instead of a check), informing you that your deposit was made.