

# Direct Deposit Form



## Instructions:

Complete this form and give to your payroll department. They will establish direct deposit to the selected Direct Federal account(s). Please contact a service associate at 781-455-6500 if you have any questions.

### Account information:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Account Number:

*Must be 9 digits. If your number has less than 9 digits, add the appropriate number of 0's to the beginning of your account number. Do not include your suffix number.*

### Direct Deposit instructions:

Check the account(s) that you want funds direct deposited into. For each account you select, indicate the dollar amount to be deposited each pay period.

Checking     \$ \_\_\_\_\_

Savings     \$ \_\_\_\_\_

The Direct Federal Routing and Transit Number is: **2 1 1 3 - 8 1 7 8 - 3**

Requestor's signature: \_\_\_\_\_

Date: \_\_\_\_\_