

Georgetown University Direct Deposit Application (Student Credit Union)

Instructions:

- . To deposit 100% of your net pay into your primary account, only complete the "Primary Deposit" box
- . To allocate your deposit across multiple accounts, complete the "Secondary" and "Third" boxes as applicable
- . The remaining balance (after depositing to your secondary/third account) will go to your primary account
- . Before submitting your form to Payroll, you must contact the Credit Union to verify your account / routing number
- . Return your completed form via on-campus mail to "Georgetown Payroll - ATTN: Michelle"

Primary Deposit

I wish to have my entire paycheck, or the balance after the secondary and third deposit listed below deposited to the following institution:

Bank Name Georgetown University Alumni & Student FCU

Account No. _____ Savings Checking

Credit Union Account ONLY: Routing No. 0540-8021-2

Secondary Deposit

I wish to have \$ _____ or _____ % (choose one) of my net pay deposited to the following financial institution.

Bank Name _____

Account No. _____ Savings Checking

Credit Union Account ONLY: Routing No. 0540-8021-2

Third Deposit

I wish to have \$ _____ or _____ % (choose one) of my net pay deposited to the following financial institution.

Bank Name _____

Account No. _____ Savings

Credit Union Account ONLY: Routing No. 0540-8021-2

I authorize Georgetown University to initiate credit entries and, if necessary, to initiate adjustment for credit entries in error to my account(s) listed above. This authority is to remain in force until Georgetown University has received written notification from me of its termination in such time as to afford Georgetown University and financial institutions a reasonable opportunity to act on it.

I am paid: Biweekly Monthly

Name(Print) _____ Ext. _____ SSN _____

Signature _____ Date _____

IF YOU HAVE ANY QUESTIONS CALL MICHELLE AT x71960