

**Fax or mail completed form**

**PAYROLL DEDUCTION / DIRECT DEPOSIT DISTRIBUTION**

**PURPOSE:**

To be used for distributing your direct deposit or payroll deduction to multiple accounts.

**INSTRUCTIONS:**

Identify the member numbers and account id's and how you want to distribute (split) your deposit. Any excess of the distribution will be deposited into the primary account to which the deposit is made. For direct deposits, this could be checking or savings – depending on the instructions provided to your payroll department.

**DISTRIBUTION:**

TYPE OF DEPOSIT - DIRECT DEPOSIT \_\_\_\_\_ EMPLOYER - \_\_\_\_\_  
PAYROLL DEDUCTION \_\_\_\_\_ EMPLOYER - \_\_\_\_\_

MEMBER #	ACCOUNT ID - SEE KEY	AMOUNT

(IF MORE DISTRIBUTIONS ARE REQUIRED, USE REVERSE OF THIS FORM TO INDICATE.)

Please disburse my Christmas Club final balance as indicated (✓):

- Mail check to my home
- Deposit into my primary share account
- Deposit into my checking account
- Other \_\_\_\_\_

**KEY – DEPOSIT ACCOUNTS**

- 00 Primary Savings**
- 10 Checking**
- 32 Special Savings**
- 50 Christmas Club, September disbursement**
- 51 Christmas Club, October disbursement**
- 52 Christmas Club, November disbursement**

**LOANS**

**Each loan has a unique identifier, if you do not know yours, fill in what loan it's for, ex: signature, car loan (if more than one, which car), etc.**

The above distribution of my automatic deposit(s) will be effective \_\_\_\_\_. If this is a new payroll deduction / direct deposit, I have completed a payroll deduction card or provided the necessary information to initiate a direct deposit and have provided this to my payroll officer.

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Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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