

Direct Deposit Information

Take this **completed form** to your employer's payroll department **along with a voided check** to request direct Deposit of your payroll check to your AOCU account.

Name _____

Address _____ Apt _____

City _____ State _____ Zip Code _____

Please have my payroll check automatically deposited into one of the following accounts:

Savings Checking

Account Number _____ MICR Number _____

AOCU Routing # 272485107

Company Name _____

I authorize the above named company and Advantage One Credit Union (AOCU) to automatically deposit my payroll check into the account listed above. This includes authorization to correct any entries made in error. This authorization will remain in effect until I give written notice to cancel this agreement.

If this form is not sufficient to authorize and complete the Direct Deposit update, please forward the authorization documents for my signature.

Signature

Date

Tips on setting up Direct Deposit

For Payroll Checks

Contact your company's Human Resources Department for instructions on setting up or updating your direct deposit account information.

For Social Security Checks

Contact your local Social Security Administrative office for details, or visit the SSA online at <https://www.ssa.gov/>.

Wyandotte Social Security Office

3450 Biddle Ave.
Wyandotte, MI 48192

Phone: 866-964-7407

Fax: 833-950-3067

Web: <https://www.ssa.gov/>

If Your Company Does Not Have a Process in Place

1. Complete this form.
2. Attach a new AOCU check to the completed form and write "VOID" across the front.
3. Do not sign the check.
4. Submit both to your employer.

Follow Up on the Switch

1. Call your company's Human Resources Department to check on the progress of your request.
2. Log into online banking to verify your Direct deposits are being deposited correctly.

Please remember, it may take your company more than one payroll cycle to complete the request



Advantage one Credit Union

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734-676-7000 • www.myaocu.com
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