Direct Deposit Form Completion Examples

Net Check Direct Deposit Examples (Examples 1-3)

Example 1 – New Net Account (or for First Time Employee)

Employee wants to establish a new net account (new net account banking institution = 'Your Bank').

Documentation is required (example below)

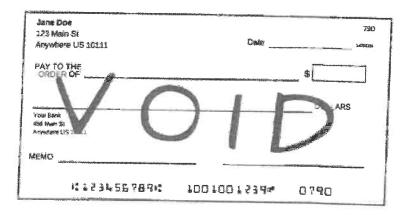
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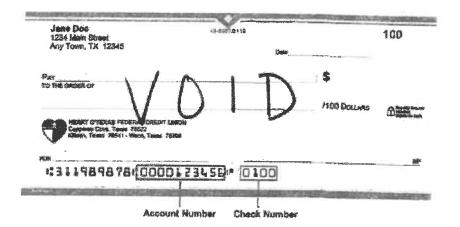
Example 2 – Change Net Account

Employee wants to change the banking institution from an existing institution ('Your Bank') to a new institution ('Heart O' Texas).

'Change From' Bank ('Your Bank') (documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank ('Heart O' Texas) (documentation is required, example shown below)



Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)
1001001239
Financial Institution Name (Required even if institution is not changing)
Heart O' Texas FCU
Routing Number (Required even if institution is not changing) Account Type
3 1 1 9 8 9 8 7 8 Checking Savings
New OR Change Amount (Check one): NET OR Fixed Amount, \$
Account Number (Attach voided check or other confirmation of account number)
0 0 0 0 1 2 3 4 5 6

Example 3 – Stop Net

Employee wants to discontinue the net direct deposit from an existing institution ('Heart O' Texas').

(Documentation is not required; it is shown below for informational purposes for this example)

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Routing Number (Required even if institut	tion is not changing)		Account Type
New OR Change	Amount (Check one) :		ed Amount, \$
Account Number (Attach voided check or of	ter confirmation of account number;]

Fixed Amount Direct Deposit Examples (Examples 4-8)

Example 4 – New Fixed Account

Employee wants to establish a new fixed amount direct deposit account at a new banking institution ('Your Bank').

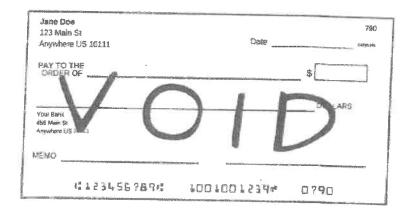
Documentation is required (example below)

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Routing Number (Required even if inst	aution is not changing)	<u>ا</u>	Account Type
1 2 3 4 5 6 7	89		Checking Savings
New OR Change	Amount (Check one) :	NET OR 🖌 Fix	ed Amount, \$ 100.00
Account Number (Attach voided check or	other confirmation of account number)		
1 0 0 1 0 0 1	2 3 9]

Example 5 – Change Fixed Account and Change Amount

Employee wants to change a fixed amount direct deposit from one banking institution ('Your Bank') to another banking institution (Heart O' Texas) and change the amount.

'Change From' Bank ('Your Bank')(documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank (documentation is required, example shown below)

Jame Doe 1234 Main Street Any Town, T.K. 12345	<8486010)19 Dela	100
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*** **********************************		
Current Account Number (If changing direct are requesting is required)		where funds were deposited prior to the change you
Financial Institution Name (Required even Heart O' Texas FCU	if institution is not changing)	
3 1 9 8 9 8	n is not changing) 7 8	Account Type Checking Savings
New OR Change	9 F	OR Fixed Amount, \$ 150.00

Example 6 – Fixed Amount Dollar Change Amount Only

Employee wants to change the fixed amount direct deposit to another amount (no change to banking information).

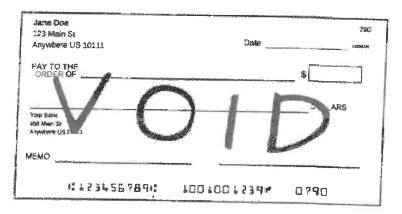
(Documentation is not required; it is shown below for informational purposes for this example)

Jane Doe 1234 Main Street Any Town, TX 12345	46-82-172115 Dett	100	
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Account Numb	er Check Number		
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	4 5 6		
Financial Institution Name (Required e Heart O' Texas FCU			
Routing Number (Required even if instit	ution is not changing)		Account Type Checking Savings
New OR Change Account Number (Attach voided check or o		NET OR 🗸	Fixed Amount, \$ 200.00

Example 7 – Account Change for Fixed Amount

Employee wants to change a fixed amount direct deposit (fixed amount = \$150) and the banking institution and account number change (from 'Your Bank' to 'Heart O'Texas').

'Change From' Bank ('Your Bank') (documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank (documentation is required, example shown below)

Jane Doe 1236 Main Street Any Yown, TX 12345	48.866 (\$119)			100
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Financial Institution Name (Required even if institution is not changing)	
Heart O' Texas FCU	
Routing Number (Required even if institution is not changing)	Account Type
3 1 1 9 8 9 8 7 8	Checking Savings
New OR Change Amount (Check one) : NET OR	Fixed Amount, \$ 100.00
Account Number (Attach voided check or other confirmation of account number)	
0 0 0 0 1 2 3 4 5 6	

Example 8 – Stop Fixed Account and Amount

Employee wants to stop a fixed amount direct deposit (new fixed amount = \$0) (banking institution = 'Heart O' Texas' and corresponding account number).

(Documentation is not required; it is shown below for informational purposes for this example)

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Account Number Check Number
Current Account Number (if changing direct deposit information, the account number where funds were deposited prior to the change yeare requesting is required)
0 0 0 1 2 3 4 5 6
Financial Institution Name (Required even if institution is not changing)
Heart O' Texas FCU
Routing Number (Required even if institution is not changing) Account: Type Checking Savings
New OR Change Amount (Check one): NET OR Fixed Amount, \$0.00
Account Number (Attach voided check or other confirmation of account number)

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