



# Direct Deposit of Payroll Authorization Form

## Member

### Instructions:

This form is to assist you in establishing direct deposit of your payroll with your employer. KFCU does not generate or initiate payroll deposits on behalf of any person or business.

1. Complete form, sign and date.
2. Return to KFCU. A KFCU employee will verify all information with you for accuracy and sign as verification. The signature of a KFCU employee does not insure deposit or acceptance of authorization on behalf of your employer.
3. **Deliver to the HR/Payroll department of your employer** by their accepted method.

**Account Type:**            **Account # (MICR info):** \_\_\_\_\_

Checking

Savings            **Account Name(s):** \_\_\_\_\_

I authorize my employer to initiate payroll deposits (ACH) to my Kirtland Federal Credit Union account, as indicated below. I understand that this agreement is between me and my employer and that it is my responsibility to inform my employer of any change or update to this information.

**Member (Employee) Signature:** \_\_\_\_\_

**Member (Employee) Printed Name:** \_\_\_\_\_

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

## HR/Payroll Dept. of Member's Employer

The above listed account and related information has been verified by a Kirtland Federal Credit Union employee. The account is currently in good standing and approved to accept direct deposit. If you have any questions regarding this information, please direct them to your employee listed above.

Kirtland Federal Credit Union  
PO Box 80570  
Albuquerque, NM 87198  
(505) 254-4369  
ABA/Routing Number: **307070050**

## KFCU

KFCU Employee Name: \_\_\_\_\_ Teller #: \_\_\_\_\_

KFCU Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_