



Direct Deposit of Payroll Authorization Form

Member

Instructions:

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

1. Complete form, sign, and date.
2. Return to KCU. A KCU employee will verify all information with you for accuracy and sign as verification. The signature of a KCU 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 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 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 Credit Union
PO Box 80570
Albuquerque, NM 87198
(505) 254-4369
ABA/Routing Number: **307070050**

KCU

KCU Employee Name: _____ Teller #: _____

KCU Employee Signature: _____ Date: _____