

# REQUEST FOR PAYROLL DIRECT DEPOSIT & PAYROLL DEDUCTION



**SOUTH CAROLINA  
FEDERAL**  
CREDIT UNION®

**ABA/Routing Number:  
253278401**

Employee Name \_\_\_\_\_ South Carolina Federal Account Number \_\_\_\_\_  
Employer \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Payment Schedule  Weekly  Biweekly  Monthly  Other \_\_\_\_\_

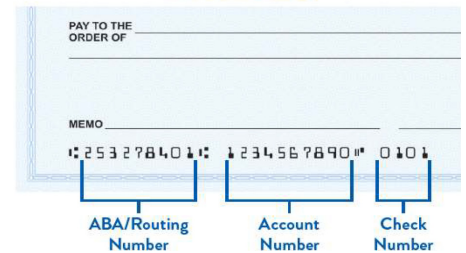
## PAYROLL DIRECT DEPOSIT<sup>1</sup>

I would like my direct deposit:  started  changed  stopped

I authorize my employer's payroll office to send my entire net pay (remaining amount after taxes and other deductions by my employer) to my South Carolina Federal account as indicated below:

- Savings account number (including suffix) \_\_\_\_\_  
 Checking account number (MICR number) \_\_\_\_\_  
 Other account number (including suffix) \_\_\_\_\_

## CHECK SAMPLE



## PAYROLL DEDUCTION<sup>1</sup>

I would like my payroll deduction:  started  changed  stopped

I authorize my employer's payroll office to deduct the amount(s) below from my regular paycheck and send it (them) to my South Carolina Federal account(s) as indicated below. I agree to abide by my employer's rules regarding making changes to these amounts. I understand that my employer's payroll office must receive and process this form before deductions can begin.

- Deposit \_\_\_\_\_ to savings account number (including suffix)<sup>2</sup> \_\_\_\_\_  
 Deposit \_\_\_\_\_ to checking account number (MICR number)<sup>3</sup> \_\_\_\_\_  
 Deposit \_\_\_\_\_ to other account number (including suffix) \_\_\_\_\_

## SOUTH CAROLINA FEDERAL ALLOCATIONS (For Business Development Use Only)

I would like my direct deposit allocation(s):  started  changed  stopped

I authorize South Carolina Federal to distribute my direct deposit in the amount(s) to the South Carolina Federal account(s) as indicated below:

- Deposit \_\_\_\_\_ to savings account number (including suffix)<sup>2</sup> \_\_\_\_\_  
 Deposit \_\_\_\_\_ to checking account number (MICR number)<sup>3</sup> \_\_\_\_\_  
 Deposit \_\_\_\_\_ to other account number (including suffix) \_\_\_\_\_

## SIGNATURE

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Please consult your employer's payroll office to determine if they require use of their own proprietary direct deposit form in the first payroll direct deposit. <sup>2</sup>Your savings account number is located on your savings account card. <sup>3</sup>If you do not have a check, your checking account card will also have your MICR number.