

# Direct Deposit/Automatic Payment Information Form



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The fastest, most convenient way to manage your everyday financial transactions – and it's free!

## Benefits to You

- Convenient – Your money is deposited automatically for you, even when you are ill, on vacation or too busy to get to the bank. Your check is deposited electronically into your Glendale FCU account.
- Fast – You have immediate access to your money on the day of deposit.
- Safe – Never worry about checks getting lost, delayed or stolen.

## Three Easy Steps to Set up Direct Deposit

### Step 1. Gather Account Information

You must provide your information about the account where the money will be **deposited** or **withdrawn**.

Routing Number (RTN) (9 digits)

Account Number

(Include leading zeros, do not include check number):

\_\_\_\_\_

\_\_\_\_\_

Type of Account (Check one):

\_\_\_\_\_ CHECKING

\_\_\_\_\_ SAVINGS

### Step 2. Contact Your Employer or Payor

Your payor may need you to complete a form or provide a voided check to process your request.

### Step 3. Monitor Your Account

For direct deposit, it can take one to two months for a payor to process your request and to begin receiving electronic deposits.