



8210 W. Market Street  
Greensboro, NC 27409

# Payroll Deduction / Total Paycheck Deposit AUTHORIZATION

## Notice to Company Payroll Dept.

Use this form as authorization to start direct deposit or payroll deductions for your employee to his account at Summit Credit Union. If you have questions, please call us at 800-632-0210.

Member Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Member Address \_\_\_\_\_

Please write in the name and address for your company payroll below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summit Credit Union's Routing & Transit  
No: **253176118**  
Direct funds to either:  
\_\_\_\_\_  Savings (7 digits)  
\_\_\_\_\_  Checking (10 digits)

**To My Employer** — Please begin Total Paycheck Deposit or Payroll Deductions As Indicated Below

**Select one** → Pay Frequency:  Weekly  Every Two Weeks  Twice A Month  Monthly

**Select one** →  Start  Change  Stop

**Select one** →  Total Paycheck Deposit OR  Fixed Amount of \$ \_\_\_\_\_ each payday

Effective Date \_\_\_\_\_

I hereby request and authorize my employer's payroll department to withhold the amount listed above from my wages and transmit said amount to Summit Credit Union each payday. This authorization supersedes other prior such requests and such deduction / net pay deposits are to be continued every pay period until changed or stopped by me. I understand that my employer and Summit Credit Union are independent and unrelated entities; that employer makes no representations or warranties regarding the services of Summit Credit Union; and that employer has no responsibility or liability for the acts or failure to act of Summit Credit Union.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notice to Employer Payroll Department** — This is our verification to you that the employee's account number, as stated above, along with our routing and transit number, is correct. We provide this notification in lieu of preprinted deposit slips or checks. Please call us if you have any questions.

Credit Union Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_

**Deduction Allocation — To Summit Credit Union** Account Number \_\_\_\_\_

Total Paycheck Deposit OR  Fixed Amount of \$ \_\_\_\_\_ Each Payday

Member Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone Number Where We Can Reach You (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Best time to call \_\_\_\_\_

Employer: \_\_\_\_\_  
Payroll Contact: HR/Payroll  
Payroll Phone: \_\_\_\_\_

Each pay period, split my deductions listed above into my credit union accounts in the amounts indicated below. In the event that any of my loan payments change, you are authorized to change the distribution of my funds to accommodate the new loan payment amount and to notify my payroll department to increase my deduction amount, if necessary.

\$ \_\_\_\_\_ Regular Savings    \$ \_\_\_\_\_ Checking    \$ \_\_\_\_\_ Loan \_\_\_\_\_

\$ \_\_\_\_\_ Christmas Club    \$ \_\_\_\_\_ Loan \_\_\_\_\_    \$ \_\_\_\_\_ Loan \_\_\_\_\_

\$ \_\_\_\_\_ Money Market    \$ \_\_\_\_\_ Other Savings Suffix No. \_\_\_\_\_

Notes \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_\_