Georgetown University Direct Deposit Application

Instructions:

. 100% of net pay must be designated to this Direct Deposit
. Primary Deposit - 100% of net pay balance after Secondary and Third Deposit
. Secondary and Third Deposit may be Designated only with Primary Deposit
. FOR CHECKING ACCOUNT, ATTACH AN ORIGINAL CHECK MARKED VOID
. FOR SAVINGS ACCOUNT, ATTACH AN ORIGINAL DEPOSIT SLIP
. IF YOU ARE A MEMBER OF THE HOYA FEDERAL CREDIT UNION, CHANGES MADE TO DIRECT DEPOSIT MUST BE COMPLETED IN THEIR OFFICE
. FOR ALL OTHER CREDIT UNION ACCOUNTS, PLEASE PROVIDE THE ACCOUNT AND ROUTING NO (NO VOIDED CHECK OR DEPOSIT SLIP REQUIRED)

☐ **Primary Deposit**

I wish to have my entire paycheck, or the balance after the secondary and third deposit listed below deposited to the following institution:

Bank Name _____

Account No. _____ Savings ☐ Checking ☐

Credit Union Account ONLY: Routing No. _____

☐ **Secondary Deposit**

I wish to have $ _____ or _____ % (choose one) of my net pay deposited to the following financial institution.

Bank Name _____

Account No. _____ Savings ☐ Checking ☐

Credit Union Account ONLY: Routing No. _____

☐ **Third Deposit**

I wish to have $ _____ or _____ % (choose one) of my net pay deposited to the following financial institution.

Bank Name _____

Account No. _____ Savings ☐ (ONLY SAVINGS ACCOUNTS ARE ALLOWED

Credit Union Account ONLY: Routing No. _____

I authorize Georgetown University to initiate credit entries and, if necessary, to initiate adjustmen for credit entries in error to my account(s) listed above. This authority is to remain in force unti Georgetown University has received written notification from me of its termination in such time as to afford Georgetown University and financial institutions a reasonable opportunity to act on it

I am paid: Biweekly ☐ Monthly ☐

Name(Print) _____ Ext. _____ SSN _____

Signature _____ Date _____

IF YOU HAVE ANY QUESTIONS CALL LAKISHA AT x73448

Hoya FCU Routing Number: 254074675