



## Payroll Deduction Authorization Form

Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Payroll Company: \_\_\_\_\_

**TO PAYMASTER:** I hereby authorize you to deduct the following amount from my pay each payroll period until further notice from me, and transmit the same currently to Day Air Credit Union for posting to my account. If submitted electronically using ACH, the routing and transit # is 242277808. If submitted via mail, please mail to the below address, Attention Payroll Department. (Please forward a copy of this request to Day Air Credit Union, Attn: Payroll Dept.)

Begin deducting: \$ \_\_\_\_\_ Effective date: \_\_\_\_\_

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

**TO CREDIT UNION PAYROLL CLERK:** Upon receiving my payroll deduction, please distribute funds as shown below.

Main Savings (0) \$ _____	Checking (9) \$ _____	Loan # _____ \$ _____
Savings _____ \$ _____	Checking (8) \$ _____	Loan # _____ \$ _____
Holiday (1) \$ _____	Checking (7) \$ _____	Loan # _____ \$ _____
Vacation (4) \$ _____	Other Share Suffix _____	\$ _____
	Other Loan Suffix _____	\$ _____

(If you would like the full amount going into only one account, write in the words ALL.  
If you would like a portion going to an account and the remaining funds going to another account, write the words BAL in the account you would like the remaining funds going to.)