

# DIRECT DEPOSIT AUTHORIZATION FORM

## How to set up or switch your direct deposit(s) to COPFCU:

1. For payroll checks – Contact your company's Human Resources department for instructions on setting up or updating your direct deposit account information. You may be able to use this form if not your company's form.
2. For Social Security checks – Contact your local Social Security Administration office or call 1-800-772-1213. You may also go to [www.godirect.gov](http://www.godirect.gov).
3. For Veterans Benefits – Call 1-800-827-1000.

## If your company does not have a process in place for updating your direct deposit information, please follow these steps:

1. Complete this form.
2. Contact COPFCU to obtain your account number or attach a new COPFCU check to the completed form. Write "VOID" across the front of the check. Do NOT sign the check.
3. Submit to your employer.

## Follow up:

1. Call your company's Human Resources department to check on the progress of your request.
2. Log in to COPFCU Online Banking to verify your direct deposits are being correctly deposited.

*Remember, it can take several payroll cycles for changes to take effect.*

**Thank you for setting up your direct deposit with COPFCU!**

**To: Payroll Department**

**Subject: Direct Deposit**

This serves as notification that I have established a new checking or savings account with COPFCU. Attached you will find a voided check from my new account.

## Listed below are the relevant account and routing numbers needed for you to establish payroll Direct Deposit into my new account.

1. COPFCU Routing Number: **242076591**  
(The first set of numbers found on the bottom of your check.)
2. COPFCU Account Number: \_\_\_\_\_  
(The second set of numbers, after the routing number.)

Check One:  Checking Account  Savings Account

Print Name: \_\_\_\_\_

If this form is not sufficient to authorize and complete the direct deposit update, please forward the authorized form for my signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have questions, please contact us.

## Member Support Center

513.381.2677 or 1.800.810.0221

[info@copfcu.com](mailto:info@copfcu.com)



Banking for your family and your future.