Payroll Deduction Authorization

3418 MacCorkle Ave SE, Charleston, WV 25304
Phone: (304) 721-4145 Fax: (304) 342-3147
ElementFCU.org

All About Me!

My Name:_____ SS#: _____

◯ I want my payroll deduction deposited into My Savings Account #: _____

◯ I want my payroll deduction deposited into My Checking Account #: _____

My employer is: _____ My Phone #: _____

◯ This is my initial authorization ◯ This is a change to an existing authorization

Authorization

I hereby authorize my employer to deduct from my salary the amounts set forth below and to deposit these funds at Element Federal Credit Union for each payroll period following receipt of this authorization until further notice from me. If this is a change in a previous authorization, I instruct my employer to cancel my previous authorization and to follow this authorization. If I fail to cancel this authorization upon filing for bankruptcy, my employer and the credit union are directed to make and apply deductions in accordance with this authorization.

Total deduction from my paycheck to be deposited to my credit union account semi-monthly $ _____

Element Federal Credit Union: Routing number **2 5 1 9 8 4 3 8 6**

X _____ X _____

My Signature Date I Want My Deductions to Start

Return this part to your Payroll Administrator

Payroll Deduction Instructions to Element - Transfer my deductions for me!

My Name: _____ My Account #: _____

My Total Payroll Deduction Amount is: $ _____ Date I Want My Deductions to Start: _____

I am requesting that Element FCU transfer my payroll deduction from my ◯ Savings Account OR my ◯ Checking Account

To: Savings	$_____	Money Market	$_____
Checking	$_____	Vacation Club	$_____
IRA	$_____	Holiday Club	$_____
Hi-5	$_____	Other # ___	$_____
		Other # ___	$_____
		Other # ___	$_____

Loan # ___	$_____
Loan # ___	$_____
Loan # ___	$_____
Loan # ___	$_____
Loan # ___	$_____
Loan # ___	$_____

Return this part to Element FCU - fax to 304.342.3147
Your Payroll Administrator does not need this part of the form. This is your private information.
These are instructions for credit union use only.