

Direct Deposit Authorization Form



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How to switch your direct deposit(s) to Progressions Credit Union:

1. For payroll checks:
Contact your company's Human Resources department for instructions on updating your direct deposit account information.
2. For retirement deposits, contact the issuer of deposits.

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. Attach a Progressions Credit Union check to the completed form and write "VOID" across the front. Do not sign the check.
3. Submit to your employer.

Follow up on the switch:

1. Call your company's Human Resources department to check on the progress of your request.
2. Login in to Its Me 247 online banking to verify your direct deposits are being deposited correctly.

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

To: Payroll Department
Subject: Direct Deposit

From:

Date:

This memo serves as notification that I have established a checking or savings account with Progressions Credit Union. Attached you will find a voided check from my account. Listed below are the relevant account and routing numbers needed for you to establish payroll direct deposit to my account.

1. Progressions Credit Union routing number: 325182687
2. Progressions Credit Union account number:
(The second set of numbers on the bottom of your check)

Check one: Checking account Savings account

Name:

Employee Social Security Number:

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

Signature: _____

Date:

(Optional Information)

If you have questions, please contact:

Name:

Title:

Phone: