



**WICHITA FEDERAL CREDIT UNION**

3730 West 13th Street, Wichita, KS 67203  
(316) 941-0600

**Authorization Agreement for Direct Deposits through ACH Electronic Transfer**

Employee name as it appears on payroll \_\_\_\_\_  
(Please Print)

Last 4 Digits of Employee Social Security Number \_\_\_\_\_

Employer \_\_\_\_\_

I hereby authorize the above employer to initiate the direct deposit of my paycheck to my account at Wichita Federal Credit Union. This authority will remain in full force and effect until my employer receives written notification of its termination from either the employee or Wichita Federal Credit Union in such manner as to afford a reasonable opportunity to act on it.

<b>Checking Account Number</b>														
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**OR**

<b>Savings Account Number</b>	0	0	0							-	0	0	0	0
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<b>Routing Number</b>	3	0	1	1	8	0	3	2	8
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

PROCESS INFORMATION. The ACH direct deposit process may take two pay periods to complete. The request for direct deposit will initiate the process on the first pay date following its receipt. (Requests cannot be processed during a week in which a pay date occurs). The process begins with a 'pre-notification', a method of testing all of the numbers entered to get the funds to the correct account in the credit union. For this pay period, a paycheck is issued. The following pay period, the pay goes to direct deposit through electronic transfer of funds, and a non-negotiable-deposit voucher will be issued in place of the paycheck.

If the member has a voided check order form or voided check, the number to use will be the exact MICR number at the bottom of the check. For members setting up direct deposit to savings, the best method would be #####-0000.