

**Automatic Deposit Allocation Instructions**

**Payroll Deduction Allocations from a Participating Employer**

Complete Steps A and B and return to the Credit Union. You should also check with your Payroll Office to verify whether you are required to complete any additional forms.

**Direct Deposit from any Employer**

**Step A:** For Direct Deposit to ONE account only, see your employer or paying agent. Provide them with the Credit Union Routing and Transit Number (**221480807**) and your CORRECT Credit Union account number.

**Step B:** After arranging Direct Deposit through your employer to ONE Credit Union account (Step A), you may allocate portions of those funds to multiple Credit Union Accounts by completing Step B - Allocations. Then, return the completed form directly to the Credit Union.

*Return Completed Form to:*

**Jovia Financial Credit Union, 1000 Corporate Drive, Westbury, NY 11590**

**Email: Payroll@joviafinancial.com • eFax 516.714.2835**

**Step A – Employer**

**NEW REQUEST:** Total deduction amount requested: Full Payroll **OR** Other Amount: \$ \_\_\_\_\_

**OR**

**CHANGE REQUEST:** Old Amount: \$ \_\_\_\_\_ New Amount \$ \_\_\_\_\_

Employee Name		Employer		
Member Number	Home Phone	Work Phone	Cell Phone	

Deposit Account:  
 Account # \_\_\_\_\_ Share Savings **OR** Checking

**Step B – Allocations**

**Important Notice: All allocations you wish to make must be stated each time a card is submitted. This card replaces any card you currently have on file**

Please Distribute as Follows:

Account#:	Amount:	Account Type:	Share Savings	Checking	Loan
Account#:	Amount:	Account Type:	Share Savings	Checking	Loan
Account#:	Amount:	Account Type:	Share Savings	Checking	Loan
Account#:	Amount:	Account Type:	Share Savings	Checking	Loan
Account#:	Amount:	Account Type:	Share Savings	Checking	Loan

I hereby authorize my employer, until further notice, to deduct the above stated amount from my pay each payroll period and to transmit it to Jovia. (Direct Deposit RT Number: 221480807)

**Signature:**

**Email:**

