

# Payroll Deduction



**HERITAGE**  
credit union

## Starting Payroll Deduction

1. Check "Start" on both attached cards.
2. Fill in name, social security number, account number and employer on both cards.
3. On the Credit Union Deduction Card, fill in the dollar amount and to which account type you would like a portion of your paycheck to be applied to.  
Net Direct Deposit: Print "NET" in the Total Deduction box on both cards. Where would you like your "NET" check applied? Circle either Checking or Savings on the Credit Union Deduction Card. (If you have additional deductions, go to step 4; otherwise, go to step 5).
4. Place the total of your deductions on the Credit Union Deduction Card and the Employee Authorization Card.
5. Sign and date both cards and then return the Credit Union Deduction Card to Heritage Credit Union and the Employer Authorization Card to your employer. Your entire deduction amount will be deposited as indicated on the Credit Union Deduction Card.

## Changing Payroll Deduction or Direct Deposit

1. Check "Change" on both cards.
2. Fill in name, social security number, account number and employer on both cards.
3. On the Credit Union Deduction Card, fill in the dollar amount and to which account type you would like a portion of your paycheck to be applied to.
4. Place the new total of your deductions on the Credit Union Deduction Card and the Employer Authorization Card.
5. Sign and date both cards and then return the Credit Union Deduction Card to Heritage Credit Union and the Employer Authorization Card to your employer. Your entire deduction amount will be deposited as indicated on the Credit Union Deduction Card.

## Stopping Payroll Deduction or Direct Deposit

1. Check "Stop" on both cards.
2. Fill in name, social security number, account number and employer on both cards.
3. Sign and date both cards and then return the Credit Union Deduction Card to Heritage Credit Union and the Employer Authorization Card to your employer.

## Employer Authorization Card

Return to your Employer

Start       Change       Stop

Name \_\_\_\_\_

Account # \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Hereinafter called Company to initiate credit entries to my account indicated below and the Depository named below to credit the same to such account.

Total Deduction Amount\* \$

This Authority is to remain in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable time to act on it. I understand that the authorization may be turned down or terminated at any time.

Member or Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Deduction will start upon receipt of funds from company. All new cards that you submit will replace any existing cards.



Routing Number  
2759-7898-3

**Credit Union Deduction Card**

Return to your nearest Heritage Credit Union Office

Start       Change       Stop

Name \_\_\_\_\_

Account # \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Today's Date \_\_\_\_\_

(Deductions will start upon receipt of funds from company)

I hereby grant the Credit Union a power of attorney to increase or decrease the amount or frequency of this deduction upon written or verbal request from me and authorize my employer to honor any such change upon notification from the Credit Union. It is agreed that this authorization may be revoked at any time by me without penalty.

I hereby authorize my employer to deduct from my salary the amounts set forth and deposit these funds at the 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 deduction in accordance with this Authorization.

Member or Employee Signature \_\_\_\_\_ HCU\_PD\_06/09

Account	\$ Amount	Account Number (if any different)
Share Savings		
Share Savings		
Share Savings		
Other Savings		
Checking		
Money Market		
Christmas Club		
IRA		
Loan		
Loan		
Loan		
Total Deductions		

If "NET" circle:      Checking or Savings      Teller Number \_\_\_\_\_

Weekly     Bi-weekly     Per Pay Period     Payroll     ACH

THIS CARD REPLACES ANY PREVIOUS PAYROLL DEDUCTION CARD.