

# Direct Deposit Information Sheet



Membership • Ownership • Friendship

## Direct Deposit is:

- **Convenient** – Your check will be deposited electronically into your Riverside Federal Credit Union checking or savings account. So your money will be automatically available to you, even when you are ill, on vacation or can't get to the credit union.
- **Fast** – You'll have immediate access to your money on the day of deposit. There's no need to wait until you can cash your check.
- **Safe** – Checks can't get lost, delayed or stolen. Your money stays secure.

## It's Easy!

**Provide Your Account Information in 3 Easy Steps.** You will need to provide the type of account (checking or savings), your account number, and Riverside Federal Credit Union's routing number to the employer or payor that you will be setting up your Direct Deposit with.

1. Type of Account – (Check One)

- Checking
- Savings

2. Account Number: (maximum 14 digits – including leading zeros):

3. Riverside's Routing Number for Direct Deposit – 222080277

Joe Smith 1234  
1234 Anystreet Court  
Anycity, AA 12345 1234

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_ Dollars

|| 222080277 || 12345678901234 || 1234

Routing Number      Account Number      Check Number

Your employer or payor may request that you complete a form or provide them with a voided check to process your request.

## Contact Your Employer or Payor

Type of Direct Deposit	Existing Enrollment (to change the bank currently receiving your deposit electronically)	New Enrollment (to change your paper checks to electronic deposits)
<ul style="list-style-type: none"> <li>• Salary/Wages</li> <li>• Pension</li> <li>• Dividend/Investment Income</li> </ul>	Provide the account information on this form to your employer or other payor directly.	
<ul style="list-style-type: none"> <li>• Social Security</li> <li>• Supplemental Security Income</li> <li>• Retirement</li> <li>• Unemployment/Sickness Insurance</li> <li>• VA Benefits</li> <li>• Civil Service Annuity</li> <li>• Civil Service Survivor/Beneficiary</li> </ul>	Visit any Riverside Federal Credit Union Branch or contact the agency directly.	Visit any Riverside Federal Credit Union Branch or contact the agency directly.
<ul style="list-style-type: none"> <li>• Other types of institutions or agencies</li> </ul>	Contact the institution or agency directly and provide them with your account information on this form.	

## Monitor Your Account

It can take up to two months for an employer or payor to process your Direct Deposit request and for you to begin receiving your electronic deposits at Riverside Federal Credit Union. Typically, you can expect to see your first Direct Deposit about four weeks after your request.

## Contact Us With Questions

Call us at 716-875-1747 or 1-800-491-0256. Or visit [www.riversidecreditunion.com](http://www.riversidecreditunion.com).

\_\_\_\_\_  
Branch Employee Name

\_\_\_\_\_  
Branch Name

\_\_\_\_\_  
Branch Phone Number