

**CHICAGO MUNICIPAL EMPLOYEES CREDIT UNION  
NON GOVERNMENT AGENCY  
GENERIC DIRECT DEPOSIT AUTHORIZATION FORM**

**How to enroll for automatic payroll deposit:**

1. Read and fill in Authorization Agreement.
2. Determine where you want your paycheck deposited and **ATTACH A VOIDED CHECK** for that account. **(Funds can be deposited into any existing checking or savings account).**
3. Return completed form to your employer.

**AUTHORIZATION AGREEMENT**

**YES!** Please sign me up for automatic payroll deposit. I authorize my employer to deposit my paycheck, each payday, into the account named below. This authority will remain in force until I have given written notice to cancel it or until my employer has notified me that this service has been terminated.

**PLEASE PRINT**

EMPLOYEE NAME:

PAYROLL #:

PLEASE DEPOSIT MY ENTIRE NET CHECK TO:   Checking   Savings

BANK/FINANCIAL INSTITUTION NAME:   **Chicago Municipal Employees Credit Union**

BANK/FINANCIAL INSTITUTION ACCOUNT #:

**Attach voided check for checking or enter base account number for savings.**

BANK/FINANCIAL INSTITUTION ROUTING/TRANSIT#: **271078094**

PLEASE CANCEL MY DIRECT DEPOSIT EFFECTIVE:

I understand my employer has the right to reverse erroneous entries. I understand my employer may require 1 (one) to 3 (three) pay periods for this authorization to take effect.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_