

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>)			D TYPE OF DEPOSITOR ACCOUNT	CHECKING	SAVINGS
			E DEPOSITOR ACCOUNT NUMBER		
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>)					
CITY	STATE	ZIP CODE	F TYPE OF PAYMENT (<i>Check only one</i>)		
TELEPHONE NUMBER AREA CODE			Social Security	Fed. Salary/Mil. Civilian Pay	
			Supplemental Security Income	Mil. Active	
			Railroad Retirement	Mil. Retire.	
			Civil Service Retirement (OPM)	Mil. Survivor	
			VA Compensation or Pension	Other (specify)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT			G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>If applicable</i>)		
C CLAIM OR PAYROLL ID NUMBER			TYPE	AMOUNT	
Prefix	Suffix				
PAYEE/Joint PAYEE CERTIFICATION			JOINT ACCOUNT HOLDERS' CERTIFICATION		
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.		
SIGNATURE		DATE	SIGNATURE		DATE
SIGNATURE		DATE	SIGNATURE		DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
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SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	CHECK DIGIT
	DEPOSITOR ACCOUNT TITLE	

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

GOVERNMENT AGENCY COPY

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