



SAVINGS DIRECT DEPOSIT DISTRIBUTION FORM

Form can be faxed, delivered or mailed to a credit union office. Fax # 417-820-7782

Name \_\_\_\_\_

Acct # \_\_\_\_\_

Employee# \_\_\_\_\_

Physicians Payroll Yes  No

Stop

#\_\_ Share \_\_\_\_\_

#\_\_ Loan \_\_\_\_\_

Start

#\_\_ Share \_\_\_\_\_

#\_\_ Loan \_\_\_\_\_

Change

#\_\_ Share \_\_\_\_\_

#\_\_ Loan \_\_\_\_\_

Same

#\_\_ Share \_\_\_\_\_

#\_\_ Loan \_\_\_\_\_

#\_\_ Share \_\_\_\_\_

#\_\_ Loan \_\_\_\_\_

1. Savings Direct Deposit Total \_\_\_\_\_

Stop

Start

Change

Same

2. Checking Direct Deposit Total \_\_\_\_\_

Effective date on Paycheck (PRENOTE DATE) \_\_\_\_\_

Starts can take up to 2 pay periods to receive. Please review your Mercy pay stub to ensure the proper deductions are made to your account. For loan payments, if your payroll deduction does not start before your first payment, you are still responsible for that payment.

I understand when my loan pays off, the payroll deduction will continue until I complete a new payroll deduction form to make a change.

I hereby authorize you to deduct the amount above from my pay each payroll period until further notice and deposit in the Mercy Credit Union. Routing # 286586416.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Teller # \_\_\_\_\_

Office Use Only

Acct # \_\_\_\_\_ Loan Suffix \_\_\_\_\_ Savings Suffix \_\_\_\_\_ Amounts \_\_\_\_\_ Correct Totals \_\_\_\_\_ Lawson# \_\_\_\_\_ Status \_\_\_\_\_ Signature \_\_\_\_\_ Teller # \_\_\_\_\_

Pre-Note Date \_\_\_\_\_ Matches Spreadsheet \_\_\_\_\_ Date Audited \_\_\_\_\_