

Read ALL of the instructions as shown on this first page.

When done, print out page 2 and 3

## CREDIT UNION INSTRUCTIONS

### Background:

If the member is doing direct deposit of their paycheck from an employer other than Oshkosh Corporation or Pierce Mfg they should use this generic form or a form that they would get directly from their employer.

The member also needs to complete an ACH Deposit Form for OTCU if they want to have payroll deductions automatically deposited into other savings, Xmas Club, Checking, or loan accounts.

1. Fill out the form on the next page.
  - a. Make sure to use full MICR line information for checking accts.
  - b. Use the member account number and main savings suffix for direct deposit to Savings.
2. Give pg 2 of this form to your employer.
3. Keep one copy for your records.
4. Complete ACH Deposit Form for OTCU (page 3)

# Generic Direct Deposit Form

(For use with any employer other than Oshkosh Corporation or Pierce)

## Authorization Agreement for Direct Deposit of Payroll

Name:	Employee #:	Social Security #:	
Action Requested:	Enroll	Change	Stop
I request that my net pay be deposited at:			
Financial Institution:	<b>Oshkosh Truck Credit Union</b>		
Address:	<b>2772 Oregon Street Oshkosh WI 54902</b>		
Phone Number:	<b>920-233-2611</b>		
Bank Routing Number:	<b>2759 81 093</b>		
Select One:	<input type="checkbox"/> <b>Savings Account #</b> _____ . _____ If savings account, enter membership # and main share suffix		
	<input type="checkbox"/> <b>Checking Account #</b> _____ If checking account, enter full MICR # including check digit.		
<p>I hereby authorize the direct deposit of my net pay into the account and financial institution indicated above. Direct deposit to this account will be made on each succeeding payday, until I give the company written authorization to deposit my net pay in another account. Any such notification to the company shall become effective following receipt, after a reasonable opportunity to act on it.</p> <p>In the event that the company deposits funds erroneously into my account, I authorize the company to debit my account for an amount not to exceed the original amount of the credit.</p>			
Employee Signature:	Date:		
<b>Note:</b> Please attach to this form a voided check if deposit is to your checking account.			
<b>Return This Form To Your Payroll Department</b>			

