

# DIRECT DEPOSIT INSTRUCTIONS



## Section 1: Financial Institution Information

Name: **FASNY Federal Credit Union**

Address: **107 Washington Avenue, Albany, NY 12210**

Routing & Transit Number: **0 2 1 3 8 4 3 6 5**

## Section 2: Employee Account Information

Please print or type the following information and submit this form to your employer's payroll department.

First Name	Middle	Last Name		
Street Address		City	State	Zip

Enter your FASNY FCU account information:

Account Number	Account Type
	Savings                      Checking                      Loan

**Important:** When entered correctly:

- Your savings account number is four (4) digits.
- Your checking account number is six (6) digits and will always end with 0 6.
- Your loan account number will be your four-digit member number and the loan suffix (i.e.- A, B, C, etc.).

**Notice to Employer or Agency:** For ACH purposes, code the transactions as follows:

- Savings Account: Trans Code 32 – Savings Auto Deposit
- Checking Account: Trans Code: 22 – Check Auto Deposit
- Loan Account: Trans Code: 52 – Automated Loan Account Deposit

## Section 3: Authorization

I hereby authorize my employer to make payroll deposits to my account. I understand that the directives contained herein may be terminated at any time.

Signature	Date
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