



## **DIRECT DEPOSIT - Instructions**

River Valley Credit Union accepts Direct Deposit from any company, organization, or government agency. If your company is a River Valley sponsor, it already offers direct deposit and/or payroll deductions. Ask your payroll department about how to get started.

OR print the attached form, have it signed by a River Valley Member Service Representative, and give to your Payroll Department.

**You'll need the information below to complete the form:**

- **River Valley Credit Union - Routing Number: 2422-7871-3**
- **Checking and/or Savings Account Number(s)** – located on your statement or ask a branch employee. For your protection, River Valley does not give account numbers over the phone.
- **Funds Availability** – Funds from your Direct Deposit will be available as soon as they are received by River Valley Credit Union and electronically deposited into your account. Your employer should be able to tell you their schedule for transmission of payroll funds. Payrolls that are transmitted electronically via ACH, contain instructions from the issuer with specific date of posting. They cannot be posted before that date.

**Direct Deposit Information for your employer or agency:**

River Valley Credit Union  
505 Earl Boulevard  
Miamisburg, OH 45342  
937-859-6260  
Routing Number: 2422-7871-3

**Form attached (below)**



## DIRECT DEPOSIT AUTHORIZATION

Employees requesting direct deposit complete and sign the authorization from which the payroll department retains on file. Some employees may wish to have part of their pay deposited into their checking and part deposited into their savings account. If the payroll system is capable of split deposits, offer it to employees to provide even greater freedom in allocating their pay.

### AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

EMPLOYER: \_\_\_\_\_  
LOCATION: \_\_\_\_\_

*I hereby authorize my EMPLOYER (named above) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account or accounts listed below.*

### ABOUT YOUR ACCOUNT(S) (Where you want your deposit to go)

FINANCIAL INSTITUTION NAME: River Valley Credit Union  
FINANCIAL INSTITUTION ROUTING #: 2422-78713  
TYPE OF ACCOUNT:  CHECKING  SAVINGS  
ACCOUNT #: \_\_\_\_\_  
% OF PAY TO THIS ACCOUNT \_\_\_\_\_ % OR FIXED DOLLAR AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
CREDIT UNION EMPLOYEE SIGNATURE                      TITLE                      DATE

*This authority is to remain in full force until EMPLOYER has received written notification from me of its termination in such timely manner as to afford EMPLOYER and FINANCIAL INSTITUTION a reasonable opportunity to act on it.*

NAME: \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_