

FASTSTART
DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1,2,3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION

(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

454792001

EMPLOYEE NAME
(as on payroll records)

PLATT PENNY A

(Last, First, Initials)

TELEPHONE NUMBER (WORK)

971 386 7688

(HOME) 971 386 7688

2. TYPE OF ACCOUNT

- Checking
 Savings

TYPE OF PAYMENT

- Net Pay
 Travel
 Other Federal
employment related
payments

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments)
A voided personal check/sharedraft may be attached in lieu of completing this section.
See instructions on back of this form.

ROUTING TRANSIT
NUMBER

32307038

0

Check Digit

ACCOUNT NUMBER

485016740924

ACCOUNT TITLE

Penny A Platt

(Account Holder's Name)

FINANCIAL INSTITUTION NAME

Bank of America

4. ALLOTMENT INFORMATION

Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

TYPE OF ALLOTMENT
(Check One)

- Savings (whole dollar amounts only)
 Discretionary or Third Party

TYPE OF ACCOUNT
(Check One)

- SAVINGS
 CHECKING

ACTION
(Check One)

- START
 CANCEL
 CHANGE

AMOUNT
(Check One)

- INCREASE TO:
 DECREASE TO:
New Total \$ _____

ALLOTTEE NAME

(person/company who
will receive allotment)

ALLOTTEE'S ROUTING NUMBER

Check Digit

ALLOTTEE'S ACCOUNT NUMBER

ALLOTTEE'S ACCOUNT TITLE
(Account Holder's Name)

FINANCIAL INSTITUTION NAME

5. AUTHORIZATION

*

Penny A Platt

EMPLOYEE'S SIGNATURE

11/18/2025

DATE

6. AGENCY USE: