

# FAST START

## 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.

<b>1. EMPLOYEE INFORMATION</b> (SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <span style="border: 1px solid black; padding: 2px;">454792001</span>  EMPLOYEE NAME (as on payroll records) <span style="border: 1px solid black; padding: 2px;">PLATT PENNY A</span> (Last, First, Initials)  TELEPHONE NUMBER (WORK) <span style="border: 1px solid black; padding: 2px;">971 386 7688</span> (HOME) <span style="border: 1px solid black; padding: 2px;">971 386 7688</span>			
<b>2. TYPE OF ACCOUNT</b> <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings  <b>TYPE OF PAYMENT</b> <input checked="" type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments	<b>3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments)</b> A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.  ROUTING TRANSIT NUMBER <span style="border: 1px solid black; padding: 2px;">32307038</span> <span style="border: 1px solid black; padding: 2px;">0</span> Check Digit ACCOUNT NUMBER <span style="border: 1px solid black; padding: 2px;">485016740924</span> ACCOUNT TITLE <u>Penny A Platt</u> (Account Holder's Name) FINANCIAL INSTITUTION NAME <u>Bank of America</u>		
<b>4. ALLOTMENT INFORMATION</b> 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.			
<b>TYPE OF ALLOTMENT (Check One)</b> <input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party	<b>TYPE OF ACCOUNT (Check One)</b> <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	<b>ACTION (Check One)</b> <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	<b>AMOUNT (Check One)</b> <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ _____
ALLOTTEE NAME (person/company who will receive allotment) <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>  ALLOTTEE'S ROUTING NUMBER <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 1.2em; vertical-align: middle;"></span> Check Digit  ALLOTTEE'S ACCOUNT NUMBER <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>  ALLOTTEE'S ACCOUNT TITLE (Account Holder's Name) _____  FINANCIAL INSTITUTION NAME _____			
<b>5. AUTHORIZATION</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             * <u>Penny A Platt</u>              EMPLOYEE'S SIGNATURE           </div> <div style="text-align: right;"> <u>11/18/2025</u>              DATE           </div> </div>			
<b>6. AGENCY USE:</b>			