



direct deposit / automatic payment information form

The fastest, most convenient way to manage your everyday financial transactions – and it's free!

Benefits to you

- **Convenient** – Your money is deposited automatically for you, even when you are ill, on vacation or too busy to get to the credit union. Your check is deposited electronically into your Wellspring account.
- **Fast** – You have immediate access to your money on the day of deposit.
- **Safe** – Never worry about checks getting lost, delayed or stolen.
- **Automatic saving** – Watch your savings grow when you have at least part of your pay directed to savings.
- **Automatic payment** – You can also use the routing number (RTN) and account number to setup automatic payment for your recurring bills from your checking account.

Three easy steps to set up direct deposit or automatic payments

Step 1 – Gather account information

You must provide your information about the account where the money will be deposited or withdrawn.

Routing Number (RTN) (9 digits)

Account Number

(max 13 digits – include leading zeros)
{LeadingZeros+AcctNbr+Suffix}

Type of Account (Check one)

Checking

Savings

If the account information to the left is not completed, use the following information:

For direct deposit and automatic payment through checking

Use information found on your checks

SAMPLE CHECK

DATE _____ 0001

PAY TO THE ORDER OF _____ \$ _____

wellspring credit union

FOR _____

⑆ 0001 ⑆ 311490511 ⑆ 0009999915

Routing Number Account Number

For direct deposit into savings

For your savings account number, check your statement or account documents provided at account opening.

Contact Wellspring at 855.210.3728 for assistance.

Step 2 – Contact your employer or payor

Use the table below to find the correct contact to learn if your payor offers direct deposit services and to provide your account information. Your payor may need you to complete a form or provide a voided check to process your request.

| Type of Direct Deposit | Existing Enrollment (to change the bank currently receiving deposits electronically) | New Enrollment (to change your paper checks to electronic deposits) |
|---|--|---|
| <ul style="list-style-type: none"> • Salary/Wages • Pension • Dividend/Investment Income | Contact your employer or other payor directly with the information on this form. | |
| <ul style="list-style-type: none"> • Social Security (SSA) • Supplemental Security Income (SSI) | Call 800.772.1213 (800.325.0778 TTY) | for New Enrollments only, you can visit www.godirect.org or call Go Direct at 800.333.1795 or visit a Wellspring location |
| <ul style="list-style-type: none"> • Railroad Retirement | Call 877.772.5772 (312.751.4701 TTY) | |
| <ul style="list-style-type: none"> • Civil Service Retirement (Office of Personal Management) | Call 888.767.6738 (800.878.5707 TTY) | |
| <ul style="list-style-type: none"> • Veterans Compensation and Pension | Call 877.838.2778 (800.829.4833 TTY), or visit a Wellspring location near you | |
| <ul style="list-style-type: none"> • Other Federal Agency Benefits | Contact the agency directly or call Go Direct at 800.333.1795 to get the telephone numbers of many federal agencies. | |

Step 3 – Monitor your account

For direct deposit, it can take one to two months for a payor to process your request and to begin receiving electronic deposits

Questions? A Wellspring Member Service Representative is available at 855.210.3728