

DIRECT DEPOSIT AUTHORIZATION FORM

How to set up or switch your direct deposit(s) to Pennian Bank:

1. For payroll checks – Contact your company’s Human Resources department for instructions on setting up or updating your direct deposit account information. You may be able to use this form if not your company’s form.
2. For Social Security checks – Contact your local Social Security Administration office or call 1-800-772-1213. You may also go to www.godirect.gov.
3. For Veterans Benefits – Call 1-800-827-1000.

If your company does not have a process in place for updating your direct deposit information, please follow these steps:

1. Complete this form.
2. Attach a new Pennian Bank check to the completed form and write “VOID” across the front of the check. Do NOT sign the check.
3. Submit to your employer.

Follow up:

1. Call your company’s Human Resources department to check on the progress of your request.
2. Log in to Pennian Bank Online Banking to verify your direct deposits are being correctly deposited.

Remember, it can take several payroll cycles for changes to take effect.

Thank you for setting up your direct deposit with Pennian Bank!

To: Payroll Department

Subject: Direct Deposit

From: _____

This serves as notification that I have established a new checking or savings account with Pennian Bank. Attached you will find a voided check from my new account.

Listed below are the relevant account and routing numbers needed for you to establish payroll Direct Deposit into my new account.

1. Pennian Bank Routing Number:

0	3	1	3	1	0	2	0	6
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(The first set of numbers found on the bottom of your check)

2. Pennian Bank Account Number: _____
(The second set of numbers, after the routing number)

Check One: Checking Account Savings Account

Print Name: _____

If this form is not sufficient to authorize and complete the direct deposit update, please forward the authorized form for my signature.

Signature: _____ Date: _____

Phone Number: _____

If you have questions, please contact: Customer Care Center at _____

Pennian Bank Branch Information: Main Office- 2 N Main St. Mifflintown, PA 17059

Branch Phone Number: 717-436-2144 Option 6

Branch Fax Number: 717-436-9891 for Operations

