



Pacific Advantage
Federal Credit Union

PANALPINA DEDUCTION PROCEDURES AND FORM.

- a. Print out the DIRECT DEPOSIT OF PAYCHECK form.
- b. Write the amount of money you want deducted from your paycheck:
 - Amount to go to your checking account, (and/or)
 - Amount to go to your savings account.
- c. Print your name then sign and date it on the bottom.
- d. Mail (U.S. or e-mail) or fax the form to the Credit Union office

CREDIT UNION FAX NO: 650-652-1370

CREDIT UNION E-MAIL: memberservices@pacadfcu.org

CREDIT UNION MAILING ADDRESS:

Pacific Advantage Federal Credit Union
1801 Murchison Drive
Suite 202
Burlingame, CA. 94010

DIRECT DEPOSIT OF PAYCHECK



TO: Panalpina Employees
FROM: Human Resources
RE: Direct Deposit of Paycheck

<input type="checkbox"/> NEW
<input type="checkbox"/> CHANGE
COMMENTS: _____

Panalpina Inc. gives you the option to deposit your paycheck into your personal bank account(s). This service is available on a voluntary basis at no cost to you.

You must first check with your bank and verify that your bank can accept electronic fund transfers. You must deposit your entire paycheck into either a designated Checking or Savings account or a combination of both. If you deposit into both accounts, you must indicate a set amount for one account with the "remaining balance" deposited in the other account. Your account(s) will be credited every scheduled pay date. You will receive a check stub with all your deduction information every pay period. It will take approximately two pay periods for your Direct Deposit to become effective. This allows your bank to have a "trial run" to verify that all information is correct.

I understand by signing this form that my wages will automatically be transferred into my designated account(s) on scheduled pay dates. I also understand that it is my responsibility should I change banks or close my designated account(s) that I must notify the Human Resource Department 30 days in advance.

If I should terminate my employment with Panalpina Inc., any final wages will be distributed as a regular paycheck rather than directly deposited.

CHECKING
<input type="checkbox"/> \$ _____
321076140 Routing/ABA #

NOTE: DO NOT FILL IN THIS BOX TO DESIGNATE HOW MUCH YOU WANT TO BE DEPOSITED TO YOUR CHECKING ACCOUNT FROM YOUR AUTOMATIC PAYROLL DEDUCTION. INCLUDE THAT AMOUNT IN THE SAVINGS BOX TOTAL. THEN SEND AN EMAIL TO: memberservices@pacadtcu.org. INDICATING THE AMOUNT YOU WANT TO BE DEPOSITED TO YOUR CHECKING ACCOUNT FROM EACH AUTOMATIC PAYROLL DEDUCTION. THE DISTRIBUTION WILL BE EXECUTED INTERNALLY BY THE CREDIT UNION AS PER YOUR INSTRUCTIONS.

Attach Voided Check

Will not accept Deposit Slips

SAVINGS
<input type="checkbox"/> \$ _____
SAVINGS ACCOUNT #
321076140 Routing/ABA #

Signature

Date

Printed Name

Branch