



## City/School Department Employees Payroll Authorization Form

With payroll deduction, part of your paycheck is deposited each month in your Community & Teachers Federal Credit Union account. By using payroll deduction, you:

- Qualify for a discount on most loans
- Automatically build your savings account

Name \_\_\_\_\_

Transit Routing # 211589996 \_\_\_\_\_

SSN \_\_\_\_\_

Checking, Account # \_\_\_\_\_

Amount per month \$ \_\_\_\_\_

Savings, Account # \_\_\_\_\_

By signing this document, I hereby authorize my payroll office to make the continuing deduction show above to Community & Teachers Federal Credit Union and to make any necessary corrections.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Attention Member: Please deliver this form to the credit union**

This section is to be completed by the payroll office if payroll is sent via manual check and list. Please disregard this section if your payroll is submitted electronically.

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Payroll effective date \_\_\_\_\_

After processing, please fax this completed sheet to Community & Teachers Federal Credit Union as soon as possible so we may update our records. Thank you!