

**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 <input type="text"/>			
EMPLOYEE NAME <input type="text"/> (as on payroll records) (Last, First, Initials)			
TELEPHONE NUMBER (WORK) <input type="text"/>		(HOME) <input type="text"/>	
<b>2. TYPE OF ACCOUNT</b>		<b>3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER</b> (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.	
<input type="checkbox"/> Checking <input type="checkbox"/> Savings		ROUTING TRANSIT NUMBER <input type="text"/> <input type="checkbox"/> Check Digit	
<b>TYPE OF PAYMENT</b>		ACCOUNT NUMBER <input type="text"/>	
<input type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments		ACCOUNT TITLE <input type="text"/> (Account Holder's Name)	
		FINANCIAL INSTITUTION NAME <input type="text"/>	
<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</b> (Check One)		<b>TYPE OF ACCOUNT</b> (Check One)	<b>ACTION</b> (Check One)
<input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party		<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	<input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE
			<b>AMOUNT</b> (Check One) <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ <input type="text"/>
ALLOTTEE NAME (person/company who will receive allotment) <input type="text"/>			
ALLOTTEE'S ROUTING NUMBER <input type="text"/> <input type="checkbox"/> Check Digit			
ALLOTTEE'S ACCOUNT NUMBER <input type="text"/>			
ALLOTTEE'S ACCOUNT TITLE <input type="text"/> (Account Holder's Name)			
FINANCIAL INSTITUTION NAME <input type="text"/>			
<b>5. AUTHORIZATION</b>			
* <input type="text"/> EMPLOYEE'S SIGNATURE			<input type="text"/> DATE
<b>6. AGENCY USE:</b>			

## PRIVACY ACT STATEMENT

The collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.

## INSTRUCTIONS FOR PROCESSING FASTSTART AUTHORIZATION

### PURPOSE

You may use this form to provide instructions for processing your net salary. You may also use this for to provide instructions for processing allotments and other agency - approved payments associated with your Federal employment.

1. EMPLOYEE INFORMATION (always complete this section)
2. TYPE OF ACCOUNT/PAYMENT (Put an "X" in the appropriate space to indicate a checking or savings account and type of payment.)
3. DIRECT DEPOSIT ACCOUNT INFORMATION  
ROUTING TRANSIT NUMBER (your financial institution's 9-digit routing transit number)  
ACCOUNT NUMBER (your account number at your financial institution)  
ACCOUNT TITLE (the depositor's name on the account to which payments are to be directed)  
FINANCIAL INSTITUTION NAME (the name of the institution to which payments are to be directed)

The Routing Transit Number (RTN) can be obtained from the financial institution or found on the bottom of a check.

The diagram shows a check front with the following fields and annotations:

- 3** points to the top section: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE.
- 101** is in the top right corner.
- 19** is in the date field.
- PAY TO THE ORDER OF:** followed by a blank line.
- \$** followed by a blank box for the amount.
- DOLLARS** is written below the amount box.
- 4** points to the **NAME OF YOUR BANK** field.
- 5** points to the **Payable Through Another Bank** checkbox.
- For** followed by a blank line.
- The MICR line at the bottom contains: **⑆021001082⑆ 123 456 789⑆ 0101**.
- Below the MICR line, three boxes are labeled: **ROUTING NUMBER 1**, **ACCOUNT NUMBER 2**, and **CHECK NUMBER**.

1. ROUTING TRANSIT NUMBER - Here you would put "021001082"
2. ACCOUNT NUMBER - Here you would put "123-456-789". Note the use of the dash symbol. (Include dashes where the symbol ■ ■ ■ appears on the check or card.)
3. ACCOUNT TITLE (must include employee name)
4. FINANCIAL INSTITUTION NAME
5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.

### 4. ALLOTMENT INFORMATION

#### ALLOTMENT TYPE

SAVINGS (If this option is checked, this will allow the specified allotment to be credited to an account owned by the payee.)

Savings allotments are limited to two. Savings allotments must be in whole dollar amounts (no cents). The dollar amount of allotments may not exceed the pay due an employee per pay period.

DISCRETIONARY OR THIRD PARTY (If this option is checked, this will allow the specified allotment to be credited to an account not owned by the payee.) Certain restrictions may apply as to the kind of allotments your agency will allow. Check with your agency to determine what kinds of allotments it will allow. ANY CHANGES TO THE ALLOTMENT INFORMATION FURNISHED ON THIS REQUEST MUST BE MADE USING A NEW FASTSTART FORM.

TYPE OF ACCOUNT (Put an "X" in the appropriate space to indicate a checking or savings account.)

ACTION (Put an "X" in the appropriate space to indicate start/cancel/change.)

AMOUNT (Put an "X" in the appropriate space to indicate if an allotment is an increase, decrease and always indicate \$ amount.)

ALLOTTEE'S ROUTING NUMBER: Enter person's/company financial institution 9-digit routing transit number.

ALLOTTEE'S ACCOUNT NUMBER: Enter the account number to which the allotment payment will be deposited.

ALLOTTEE'S ACCOUNT NUMBER: Enter account holder's name on the account at the financial institution.

FINANCIAL INSTITUTION NAME: Enter the name of the financial institution to which the payment should be sent.

### 5. AUTHORIZATION

Sign and date the request form after you have carefully read the instructions and Privacy Act Statement.

### 6. AGENCY USE (This space is reserved for agency use.)

CHANGES AND CANCELLATIONS - Contact your agency for instructions.