**FASTSTART**

**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). Employees 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.

1. EMPLOYEE INFORMATION

   (SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

   EMPLOYEE NAME
   (as on payroll records)
   (Last, First, Initials)

   TELEPHONE NUMBER (WORK) ____________________________ (HOME) ____________________________

2. TYPE OF ACCOUNT

   ☐ Checking
   ☐ Savings

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments)

   A voided personal check/blank check may be attached in lieu of completing this section. See instructions on back of this form.

   ROUTING TRANSIT NUMBER ____________________________

   ACCOUNT NUMBER ____________________________ Check Digit

   ACCOUNT TITLE
   (Account Holder's Name)

   FINANCIAL INSTITUTION NAME ____________________________

4. ALLOTMENT INFORMATION

   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.

   TYPE OF ALLOTMENT
   (Check One)
   ☐ Savings (whole dollar amounts only)
   ☐ Discretionary or Third Party

   TYPE OF ACCOUNT
   (Check One)
   ☐ SAVINGS
   ☐ CHECKING

   ACTION
   (Check One)
   ☐ START
   ☐ CANCEL
   ☐ INCREASE TO:
   ☐ DECREASE TO:
   ☐ CHANGE

   AMOUNT
   (Check One)
   New Total $____________

   ALLOTTEE NAME
   (person/company who will receive allotment)

   ALLOTTEE'S ROUTING NUMBER ____________________________ Check Digit

   ALLOTTEE'S ACCOUNT NUMBER ____________________________

   ALLOTTEE'S ACCOUNT TITLE
   (Account Holder's Name)

   FINANCIAL INSTITUTION NAME ____________________________

5. AUTHORIZATION

   * EMPLOYEE'S SIGNATURE ____________________________ DATE ________________

5. AGENCY USE:

FMS 11-30 2231
EDITION OF 4-90 IS OBSOLETE