

Polk County School Board Direct Deposit to MIDFLORIDA Credit Union Accounts  
PCSB Authorization Agreement for Automatic Deposit

Purpose: Use this form if you are a PCSB employee with a direct deposit to MIDFLORIDA. If you would like funds to go to another institution, please contact your payroll department at the PCSB office.

1. Enter Social Security Number
2. Enter your name
3. Complete the allocations by filling in the account number, account name, type, sub number and the amount you would like deducted each pay period.

\*NOTE – You will need to re-list all existing allocations on this form each time a change is made. For example: You currently have 2 allocations, \$100 for a car loan and \$50 for a Christmas club account. You would like to add an allocation for \$10 to your child's GatorSaver.

Complete the form as follows:

Account#	Account Name	Account Type	Sub	Amount
12345	John Doe	Loan	1	100.00
12345	John Doe	Savings	2	50.00
*5432	Child Doe	Savings	1	10.00

4. Indicate if you would like PCSB to forward your remaining pay to MIDFLORIDA. If you check the 'DO' box, list the account to post the remaining funds.
5. Check this box only if you would like to stop your direct deposit to MIDFLORIDA.
6. Sign and Date.
7. The PCSB requires original forms. Please mail to the following address or drop the form at your nearest MIDFLORIDA branch.

MIDFLORIDA Credit Union  
Attn: E-Services Department  
PO Box 8008  
Lakeland, FL 33802-8008

Fax Number: 863-616-2160

ADDITIONAL INFORMATION

We will forward a request for a change in amount of your payroll to the Polk County School Board payroll department. Please allow 30 days for the change to take place.

Changes affecting only the distribution of your funds can be made anytime and up until the day before your payroll is posted. If you are only requesting an internal change, fax to the number listed above.

For any question, please contact the E-Services department at (863) 616-2100 ext. 2060.

## Polk County School Board Direct Deposit to MIDFLORIDA Credit Union

MIDFLORIDA Credit Union is processing the payroll for Polk County School Board to be posted at MIDFLORIDA. I authorize the Polk County School Board to send payroll direct deposit to my MIDFLORIDA account(s) until revoked by me in writing.

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

**PLEASE NOTE, ANY CURRENT ALLOCATION YOU WISH TO KEEP MUST BE LISTED BELOW, OTHERWISE THEY WILL BE REMOVED AND NO LONGER ALLOCATED AUTOMATICALLY.**

Indicate below which accounts you would like your payroll posted to:

AMOUNT	ACCOUNT #	LAST NAME	ACCOUNT TYPE*	SUB #
	← Total Allocation			

**\*YOU CANNOT ALLOCATE FUNDS TO A LEASE ACCOUNT OR AN EXTERNAL PRODUCT (credit card, mortgage)**

In addition, I  DO or  DO NOT authorize PCSB to forward my remaining pay to my MIDFLORIDA Account.

Account #: \_\_\_\_\_ Account Type: \_\_\_\_\_ Sub#: \_\_\_\_\_

Check here to stop your MIDFLORIDA deduction / direct deposit.

I authorize MIDFLORIDA Credit Union to accomplish these specific distributions of my Payroll Deduction and Direct Deposit as described herein. Changes to the distribution of my Payroll Deduction or Direct Deposit, as shown above, except in the event of a paid out loan or a closed account, will require my written authorization. Except as otherwise provided, I understand that MIDFLORIDA is not empowered to make any changes in the amount of distribution of my Payroll Deduction or Direct Deposit without my express written consent.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

School / Department \_\_\_\_\_

**THIS FORM IS FOR PCSB EMPLOYEES ONLY  
CREDIT UNION USE ONLY**

<p style="text-align: center;"><u>Branch</u></p> <p>Employee/Tlr # _____</p> <p>Branch _____</p>	<p style="text-align: center;"><u>E-services Department</u></p>
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