

Polk County School Board Direct Deposit to MIDFLORIDA Federal 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 gator saver.

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 Federal 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 Federal Credit Union

MIDFLORIDA Federal Credit Union is processing the payroll for Polk County School Board to be posted at MIDFLORIDA FCU. 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#: _____

- New
 Updates/Changes
 STOP Deduction/Direct Deposit

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 FCU Account.

Account #: _____ Account Type: _____ Sub#: _____

I authorize MIDFLORIDA Federal 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 Federal Credit Union 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>Electronic Services Department</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div>
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