



### DIRECT DEPOSIT ACCOUNT INFORMATION

Use the example below as a guide to record the proper information in the appropriate blocks located on the front of this worksheet.

Name of Depositor-3	101	
Street Address		
City, State	_____20__	
Pay To The Order Of:		
_____	\$ _____	
_____	Dollars	
Name of Your Bank-4		
Payable Through Another Bank-5		
For _____		
<b>!:</b> 021001082: <b>!</b>	<b>123 456 789!!'</b>	<b>0101</b>
<b>Routing Number-1</b>	<b>Account Number-2</b>	<b>Check Number</b>

1. **ROUTING TRANSIT NUMBER** – This is a 9-digit number. Here you would put “021001082”
2. **ACCOUNT NUMBER** - Here you would put “123456789” **Note: A maximum of 14 characters used for number. DO NOT add a dash symbols or blank spaces.**
3. **ACCOUNT TITLE** - (must include member’s name)
4. **FINANCIAL INSTITUTION NAME**
5. If your check or deposit slip includes “payable through” under the bank name, contact the financial institution to help obtain the correct Routing Transit Number.

### PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard:

Authority - 31 USC Section 3332.

Principal Purpose(s) - Used to indicate desired pay delivery method.

Routine Use(s) - Same

Disclosure - Disclosure of this information is voluntary, but without disclosure member’s pay may be distributed incorrectly.

Member’s Signature	Date:	<b>For SPO Use Only</b>	
Command Approval	Date:	Action Completed Date: _____	Initials: _____