

Direct Deposit

Use this form to instruct your employer or other income sources to direct recurring deposits from your payroll to your Kindergarten to College Account.*

Follow these easy steps:

- 1 Complete all the fields below
- 2 Be sure to fill in the amount you wish to deposit to your Kindergarten to College Account
- 3 Fill in the Kindergarten to College Account # found on your K2C Account Card
- 4 Sign and Date the form
- 5 Submit to your employer or other fund originator

EMPLOYEE NAME (PLEASE PRINT):

EMPLOYEE ID OR SOCIAL SECURITY NUMBER:

EMPLOYEE WORK PHONE NUMBER:

I wish to deposit to my Kindergarten to College Account: (CHECK ONE)

ENTIRE NET PAY ____% OF NET PAY SPECIFIC AMOUNT: \$ _____⁰⁰

ACCOUNT NUMBER: Student's K2C Account # 332201 _____

YOUTH SAVINGS ACCOUNT

FINANCIAL CENTER ADDRESS:

CITY, STATE, ZIP CODE:

CITIBANK ABA ROUTING NUMBER:

I authorize:

EMPLOYER OR FUND ORIGINATOR

to initiate credit entries and, if necessary, to initiate any debit entries and adjustments to correct any erroneous credit entries to my K2C account.

➤ SIGNATURE: DATE:

I understand that this authorization will remain in full force and effect until the company named here has received written notification from me of its termination in such time as to afford the company and depository a reasonable opportunity to act.

HELPFUL INFO

- If you have any questions on completing this form email k2c@sfgov.org or call 3-1-1 (in SF) or 415-701-2311.

• PLAY IT SAFE

Direct deposit should take effect within three deposit periods – if you don't see it by then, contact your employer.

Note that some organizations or companies (like Social Security) may require you to use a special form. Contact your employer or income source to make sure no other forms are required.



*This authorization form is valid only to initiate a direct deposit of funds to K2C account. Participation in direct deposit is contingent upon your employer or fund originator offering the service and your eligibility to participate.