



Direct Deposit Request Organizer

This worksheet will help you identify and track the status of your Direct Deposit Requests.

How to set up Direct Deposit:

1. Check with your employer or source of income to make sure no other forms are required. For Social Security Direct Deposit, call the Social Security Administration at 1-800-772-1213, or go to www.ssa.gov/deposit/howtosign.htm.
2. Use the Direct Deposit Request form to establish your Direct Deposit at First Columbia Bank by providing it to your employer/source of income.
3. Confirm with your employer/source of income that the form was received.
4. Monitor your account from the FirstLink Online Banking Center at www.firstcolumbiabank.com to verify that your Direct Deposits transfer.
5. Maintain the account at your previous bank until the Direct Deposit has switched over to your new First Columbia Bank account.

Examples of Common Direct Deposits:

Payroll
VA Compensation

Interest Income/Dividends
Military Pay

Social Security
Pension Plan Income

Company Name	Last Deposit Date	Date Letter Mailed/Faxed /Emailed	Estimated Switch Date	Status