

**Boise Cascade LLC and Office Max Employees – With the merger of BCU and Idahy Credit Union, your employer requires you to complete a new Direct Deposit authorization form (attached below). Please complete the authorization form with your Idahy account information and submit to your payroll department.**

Direct Deposit is a simple, effective, and reliable method to ensure your check is always in your checking or savings account on payday – even when you're out of the office or on vacation.

If you are setting up Direct Deposit with Idahy Credit Union, the ABA transit number is : **324172630**

For deposits to your checking account use the following format for your account number:  
**7429000XXXXX** (enter your Idahy account number in place of the 'Xs')

For deposits to your savings account use the following format for your account number: **7429010XXXXX**  
(enter your Idahy account number in place of the 'Xs')

If you have questions or need additional help in filling out this form, please contact the credit union:

Boise Credit Union 947-0123

Idahy Credit Union 344-7948

For more information about Direct Deposit, please contact your location HR Rep., or call HR Services at 800-237-3459.



# Direct Deposit Authorization for Paychecks

|                     |        |                |                                   |
|---------------------|--------|----------------|-----------------------------------|
| <b>NAME:</b>        | (Last) | (First)        | (Middle)                          |
| <b>EMPLOYEE ID:</b> |        | <b>or SSN:</b> | <b>DAYTIME PHONE:</b> (Area Code) |

**Complete only the account information you wish to add or change.**

## PRIMARY ACCOUNT

|   |   |   |  |
|---|---|---|--|
| <input type="radio"/> New<br><input type="radio"/> Change*<br><input type="radio"/> Stop  | <u>Have your bank complete the ABA Number and Account Number, or attach a copy of a voided check.</u>   |   | <b>Acct. Type</b><br><input type="radio"/> Checking<br><input type="radio"/> Savings |
|   | ABA Transit Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Account Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| Bank Name: _____  |   |   |  |
| <b>This account receives balance of pay after taxes, deductions, and optional direct deposits have been made. No amount can be specified.</b> |   |   |  |

## OPTIONAL ACCOUNT #1 (Priority 100)

|   |   |   |  |
|---|---|---|--|
| <input type="radio"/> New<br><input type="radio"/> Change*<br><input type="radio"/> Stop  | <u>Have your bank complete the ABA Number and Account Number, or attach a copy of a voided check.</u>   |   | <b>Acct. Type</b><br><input type="radio"/> Checking<br><input type="radio"/> Savings |
|   | ABA Transit Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Account Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| Bank Name: _____ % _____ or \$ _____  |   |   |  |
| <b>Enter a specific dollar amount or percentage to be deposited every payday. Optional Account #1 amount will be deposited before any money is distributed to Optional Account #2 or the Primary Account.</b> |   |   |  |

## OPTIONAL ACCOUNT #2 (Priority 200)

|  |   |   |  |
|--|---|---|--|
| <input type="radio"/> New<br><input type="radio"/> Change*<br><input type="radio"/> Stop | <u>Have your bank complete the ABA Number and Account Number, or attach a copy of a voided check.</u>   |   | <b>Acct. Type</b><br><input type="radio"/> Checking<br><input type="radio"/> Savings |
|  | ABA Transit Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Account Number<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| Bank Name: _____ % _____ or \$ _____   |   |   |  |

**Please return completed form to your local HR/Payroll Department, or fax to HR Services at 1-208/384-6184.**

I hereby authorize Boise Cascade, LLC as Payroll Agent to initiate deposits (credits) and/or corrections to previous deposits to the financial institution(s) indicated. The financial institution(s) are authorized to credit and/or correct amounts to my account(s). This authority is to remain in full force and effect until either I revoke it by forwarding a new Direct Deposit Authorization for Paychecks form or, in the case of payroll deposits, upon final payment of moneys due in the event of termination of my employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Old account will immediately be discontinued. May receive check during setup process.