



Direct Deposit Instructions

For:

From:

First Bethany Bank, 405-789-1110

RE: Direct Deposit Request

Instructions for Direct Deposit:

Deliver the Direct Deposit Set-up Information to your employer right away. The Direct Deposit Set-up Information Form on the next page provides the necessary information required by your company's payroll system.

Thank you,

First Bethany Bank & Trust

Personal Banker Instructions:

1. Make a copy of this cover sheet and Direct Deposit Set-up Information Form.
2. If possible, submit the completed and signed form to Customer's employer on his/her behalf.
3. If unable to submit for the Customer, instruct Customer to give this cover sheet along with the Direct Deposit Set-up Information Form to the employer to activate Direct Deposit.
4. Ask when Customer normally receives his/her pay and inform Customer the change request may take one or more pay periods to process.
5. Retain a copy of the Direct Deposit Set-up Form to follow-up on expected pay date. Once the direct deposit is confirmed, destroy copies in a locking shred bin.



Direct Deposit Set-up Form

EMPLOYEE INFORMATION

Employee:

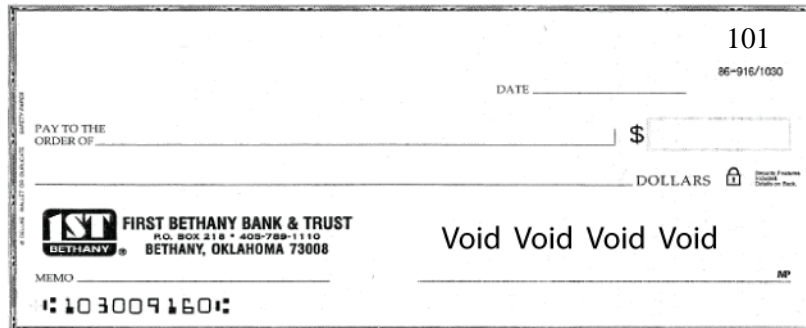
Address:

City State Zip

Company Employee ID #

FIRST BETHANY ACCOUNT INFORMATION:

First Bethany Bank routing number: 103009160



Account Number:

Deposit to: Checking Savings

EMPLOYEE AGREEMENT:

I authorize _____ to automatically deposit my payroll check into my account listed above. (This includes authorization to correct any entries made in error.) This authorization will remain in effect until I give written notice to cancel it.

Employee Signature

Date

Employee: If there are any questions, please call: _____, First Bethany Bank, 405-789-1110.