



FirstEnergy Family Credit Union

575 White Pond Drive, Suite E
Akron, OH 44320-1184

PAYROLL DEDUCTION CHANGE FORM

Directions

You have requested a payroll change. Two (2) forms are required. The first form lists the changes you would like updated on your Credit Union account(s). The second form needs submitted by you to FE Corp payroll to update the amount that is direct deposited into the Credit Union.

Form #1 - FEFCU- Payroll Deduction (electronically sent back to Credit Union)

- Electronically sign this form
 - FEFCU will update our records for the new allocations to your accounts
- These are per pay amounts

Form #2 - FirstEnergy Corp Direct Deposit (must be submitted by employee directly to FE Corp)

- **Option (1)**
 - Update Credit Union deduction through FE portal website
- **Option (2)**
 - Print this form
 - Add SAP, Phone number, company location at the top
 - Sign and date at the bottom
 - Email to: payroll@firstenergycorp.com

Any questions, please call the Credit Union at 330-535-3611.

If you require additional help regarding your FE Payroll, contact the payroll help desk at 1-800-697-7004



**FirstEnergy Family
Credit Union**

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FirstEnergy Corp. Employee Payroll Deduction Form

Name

Account Number

Location

I am paid: Weekly
 Bi-Weekly

Check Payroll Frequency Below:

- 1) Please indicate the amount per paycheck you would like deducted and allocated to the following accounts.
- 2) All share and loan deductions must be listed per pay, not just current changes.

Type of Account	Account # & Suffix	Amount	Type of Account	Account # & Suffix	Amount
Savings			Loan		
Savings			Loan		
Savings			Loan		
Savings			Loan		
Christmas Club			Loan		
Plan-it Save for it			Other_____		
Plan-it Save for it			Other_____		
Plan-it Save for it			Other_____		
	Sub Total 1			Sub Total 2	
Grand Total (Must Equal Sub Total 1 + Sub Total 2)					

By signing the Payroll Deduction Allocation Form I understand that it is my responsibility to verify that all my deductions are posted properly. If any loan payments do not come out I understand that I am responsible for making the missed payment myself. This authorization cancels and supersedes any authorization heretofore signed by me and is to continue in effect until changed or cancelled by me in writing.

Signed By

Date:

MAIL TO: US Postal Address
FirstEnergy Family Credit Union
ATTN: PayRoll
575 White Pond Drive, Suite E
Akron OH 44320-1184

FirstEnergy Corp. Interoffice mail code
A-FECU

DIRECT DEPOSIT AUTHORIZATION - PAYCHECK AND EXPENSE REIMBURSEMENTS

EMPLOYEE NAME		SAP NO.
DAYTIME PHONE NO.	LOCATION	CHECK ONE <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY
AUTHORIZATION AGREEMENT		
I authorize FirstEnergy Corp. to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to the account(s) listed below.		
For verification of my bank account information, I have attached a voided check (not a deposit slip), a photocopy of a check, or I have contacted my financial institution for the correct routing number and account number.		
This authorization will remain in effect until my written notification of cancellation or change is received. Direct deposit authorizations will be effective as soon as reasonably possible following receipt by Payroll Services.		
PRIMARY ACCOUNT INFORMATION		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE IN EXISTING <input type="checkbox"/> CANCEL <input type="checkbox"/> KEEP AS IS		
FINANCIAL INSTITUTION NAME	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS
ROUTING NO.	ACCOUNT NO.	
EXPENSE REIMBURSEMENT ACCOUNT INFORMATION		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE IN EXISTING <input type="checkbox"/> CANCEL <input type="checkbox"/> SAME AS PRIMARY ACCOUNT INFORMATION		
FINANCIAL INSTITUTION NAME	<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS
ROUTING NO.	ACCOUNT NO.	
OTHER ACCOUNT INFORMATION		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE IN EXISTING <input type="checkbox"/> CANCEL <input type="checkbox"/> KEEP AS IS		
FINANCIAL INSTITUTION NAME	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	FLAT AMOUNT \$
ROUTING NO.	ACCOUNT NO.	
OTHER ACCOUNT INFORMATION		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE IN EXISTING <input type="checkbox"/> CANCEL <input type="checkbox"/> KEEP AS IS		
FINANCIAL INSTITUTION NAME	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	FLAT AMOUNT \$
ROUTING NO.	ACCOUNT NO.	
OTHER ACCOUNT INFORMATION		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE IN EXISTING <input type="checkbox"/> CANCEL <input type="checkbox"/> KEEP AS IS		
FINANCIAL INSTITUTION NAME	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	FLAT AMOUNT \$
ROUTING NO.	ACCOUNT NO.	
<input type="checkbox"/> CHECK HERE IF YOU RECEIVE YOUR PAYROLL VIA DIRECT DEPOSIT AT A U.S. FINANCIAL INSTITUTION AND HAVE THE ENTIRE AMOUNT FORWARDED TO A BANK IN ANOTHER COUNTRY.		
SIGNATURE		DATE

Send completed form and a voided check (not a deposit slip) to
Payroll Services: E-mail: payroll@firstenergycorp.com
Interoffice mail: G-RICH
Fax 330-436-8566 (801-8566)

FOR PAYROLL SERVICES USE ONLY		
DATE RECEIVED	DATE ENTERED	ENTERED BY