

## Direct Deposit Information Form

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To make getting started easier, we've listed all information you'll need to begin direct deposit to your Capital One® account. Send this completed form to your employer or use it to have your information ready. In no time, you'll be on your way to No Hassle Automatic Savings!

- Start a new Direct Deposit     Change my existing Direct Deposit

### Company Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

### Employee Information

Name \_\_\_\_\_ Employee ID#/Account# \_\_\_\_\_

Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

### Bank & Deposit Information

**IMPORTANT:** For deposits to Capital One accounts, you must CHOOSE YOUR BANK ENTITY (please check the applicable box for your account) Not sure which box to check? You'll find more information on the following page.

#### Bank #1

Capital One Bank® (USA), N.A.  
Routing Number: 051405515

Capital One®, N.A.  
Routing Number: 056073502

Account Number \_\_\_\_\_

Amount (\$) or Percentage \_\_\_\_\_

#### Bank #2 (Current account)

Bank Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Amount (\$) or Percentage \_\_\_\_\_

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my account(s) indicated above, and authorize the Bank to accept such deposits.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

# Saving is easy... when it's automatic

## Questions & Answers about Automatic Direct Deposit:

### Q. What is direct deposit?

A. With this feature, your employer will automatically deposit all or a portion of your paycheck to your account, so you can build your savings automatically.

### Q. How do I set it up?

A. All you need to do is determine the amount you want directly deposited to your account each pay period. This amount will be automatically withdrawn from every paycheck and deposited into your account. Talk to your employer about enrolling in direct deposit or splitting your existing direct deposit across several accounts. Use the form on the first page to prepare the information you'll need, or give it to your employer if they don't have their own form for you to fill out.

### Q. How do I find my bank entity or routing number?

A. To find the bank entity or "depository institution" that your account is held in, look at your most recent statement. The information will be located to the right of your account number on your statement. Match the bank entity to the information on the first page and select the corresponding box next to it. You can also find your bank entity if you have checks. You can find your bank routing number (or ABA number) within the numbers at the bottom of one of your checks. The first nine numbers from the left are your bank routing number (the routing number is always nine digits). Use this number to match with the information on the first page.

### Q. What if I have further questions?

A. Just call 1-866-246-9613 and one of our Banking Representatives will help you.



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