



We're Here for You.

[www.desertvalleys.org](http://www.desertvalleys.org)

P.O. Box 367 ■ Ridgecrest, CA 93556 ■ phone 760-446-3500 ■ fax 760-446-6904

## *SETTING UP A DIRECT DEPOSIT*

- 1.) Contact your payroll administrator and ask if they have any specific forms they require to be filled out. Often each employer has a specific form for their company.
- 2.) If the depositor is a state or federal agency, they will also have a specific form. We have the forms for SSI and Railroad Retirement available at the branch. Please discuss with your benefits department to determine if they have a specific form.
- 3.) Your employer/benefit provider will need the credit union routing and transit number. The number is **322283204**. This will allow the company to send funds via ACH deposit.
- 4.) The second piece of information they will need is your account number. To deposit to a checking account, the number is:  
  
Checking: 970000<AccountNumber>050
- 5.) Deposits will post usually within two weeks of the submission to your employer/benefit provider.