

FAST START



INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). See instructions on back of form.

1. PAYEE INFORMATION		SOCIAL SECURITY NUMBER	
NAME (Last, First, Initials)			
STREET ADDRESS			
CITY	ST	ZIP	
TELEPHONE NUMBER (WORK)		(HOME)	
AGENCY: U.S. COAST GUARD			
2. TYPE OF ACCOUNT	3. DIRECT DEPOSIT ACCOUNT INFORMATION - TRAVEL/OTHER A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.		
<input type="checkbox"/> Checking	ROUTING TRANSIT NUMBER	Check Digit	
<input type="checkbox"/> Savings	ACCOUNT NUMBER		
<input type="checkbox"/> Lockbox	ACCOUNT TITLE (Account Holder's Name)		
TYPE OF PAYMENT	FINANCIAL INSTITUTION NAME		
<input type="checkbox"/> Travel	STREET ADDRESS		
	CITY	ST	ZIP
	TELEPHONE NUMBER		
4. AUTHORIZATION			
* _____		_____	
EMPLOYEE'S SIGNATURE		DATE	
5. AGENCY USE:			

TRAVEL REIMBURSEMENT BY DIRECT DEPOSIT

FAST -- SAFE -- DEPENDABLE

Important information for Coast Guard travelers establishing a direct deposit (EFT) travel account.

Complete FMS-2231-CGAUX (FastStart):

- 1. Employee Information:** Enter your SSN, Name, Work and Home telephone numbers and address.
- 2. Type of Account:** Enter the type of your bank account, Checking Savings, or Lock Box.
- 3. Direct Deposit Account Information:** This information will allow us to correctly send monies electronically to your bank. Please use instructions provided in the block below. Include bank address and phone number.
- 4. Authorization:** Please sign and date the form.

You may mail the form to:

**Coast Guard Finance Center (OPC 5C)
1430A Kristina Way
Chesapeake, VA 23326-1000**

Or you may FAX the form to:

CGFINCEN (t-16) at 757-523-6769

DIRECT DEPOSIT ACCOUNT INFORMATION

ROUTING TRANSIT NUMBER (your financial institution's 9-digit routing transit number)

ACCOUNT NUMBER (your account number at your financial institution)

ACCOUNT TITLE (the depositor's name on the account at the financial institution)

FINANCIAL INSTITUTION NAME (the name of the institution to which payments are to be directed)

The Routing Transit Number (RTN) can be obtained from the financial institution or found on the bottom of a check.

The diagram shows a check with the following fields and labels:

- 3** points to the top section: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE.
- 101** is in the top right corner.
- 19** is in the top right section.
- PAY TO THE ORDER OF:** followed by a line for the payee's name.
- \$** followed by a box for the amount.
- DOLLARS** is written below the amount box.
- 4** points to the line: NAME OF YOUR BANK.
- 5** points to the line: Payable Through Another Bank.
- For** is written above the MICR line.
- The MICR line contains: **021001082**, **123 456 789**, and **0101**.
- Below the MICR line are three boxes labeled: **ROUTING NUMBER** (with a **1** below it), **ACCOUNT NUMBER** (with a **2** below it), and **CHECK NUMBER**.

1. ROUTING TRANSIT NUMBER - Here you would put "021001082"

2. ACCOUNT NUMBER - Here you would put "123-456-789". Note the use of the dash symbol. (Include dashes where the symbol **■ ■ ■** appears on the check or card.)

3. ACCOUNT TITLE (must include employee name)

4. FINANCIAL INSTITUTION NAME

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.