ELECTRONIC FUND TRANSFER (EFT)
ELECTION FORM

DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER (DD/EFT): In accordance with Under Secretary of Defense (Comptroller) policy, EFT will be the standard method of payment for all DOD employees. Procedures for the Travel Branch, DFAS-SA is as follows:

a. Military member traveling under funds serviced by the San Antonio Operating Location for the first time, will be set up for EFT based on where their military pay is going. Members wanting their travel pay sent to a financial institution other than their military pay account must submit either an SF 1199A or EACH's Local EFT Form along with a personal check marked "VOID" across the front. **DO NOT SUBMIT A DEPOSIT SLIP.** If this is an account set up for travel pay only, so indicate.

b. **Civilian employees must send in the information required as above to set up their EFT accounts for the first time.** Attach an SF1199A Direct Deposit form or EACH's Local EFT form along with a VOIDED personal check. **DO NOT SUBMIT A DEPOSIT SLIP.** This is only necessary provided an account has not been set up for Direct Deposit. If this is an account for travel pay only, so indicate. To update your file and not delay processing of future claims please complete the election form, attach required documentation and include in your TDY travel packet.

IMPORTANT: All DOD employees, both military and civilian must keep the Travel Branch informed of change to either their financial institution or account number just as they would their payroll office. Once an account is established for EFT it is the traveler's responsibility to keep the Travel Branch updated on changes.

PLEASE PRINT LAST NAME/FIRST/MI GRADE SOCIAL SECURITY NUMBER

PRESENT MAILING ADDRESS CITY/STATE ZIP

DUTY PHONE WITH AREA CODE

NAME OF FINANCIAL INSTITUTION

TYPE OF ACCOUNT
( ) CHECKING ( ) SAVINGS

ACCOUNT NUMBER

ROUTING NUMBER
(NINE DIGIT CODE BOTTOM LEFT SIDE OF CHECK)

SIGNATURE

ATTACH ONE OF THE FOLLOWING TO ESTABLISH EFT ACCOUNT

(1) VOIDED CHECK (**NOT A DEPOSIT SLIP**) OR
(2) SF 1199A FROM YOU FINANCIAL INSTITUTION.

PLEASE RETURN COMPLETED FORM AND ATTACHMENTS TO:

TRAVEL COMPUTATION BRANCH
DFAS-SA/FPT
500 MCCULLOUGH AVE
SAN ANTONIO, TX 78215-2100

TRAVEL INQUIRY #
COMMERCIAL: (210) 527-8234 DSN: 448-8234
COMMERCIAL FAX: #(210) 527-8141 DSN: 448-8141

PAUL MAPLE 1234
DEBORAH MAPLE 11-0000-0000
1234 WINDY OAKS DRIVE
ANYTOWN, MD 20000-0011 19

PAY TO THE
ORDER OF $

SAMPLE

ANYTOWN BANK
ANYTOWN, MD 20000-0011 ROUTING# ACCOUNT# DO NOT INCLUDE CHECK NUMBER
FOR
250250025 002022020200 : 1234