



Direct Deposit Guide

Information to help you arrange automatic deposits or payments to/from third parties.

Automatic payments offer several key advantages: They eliminate the stress of missing payments and reduce the risk of incurring late fees or facing other repercussions. Additionally, automatic payments help ensure that you have sufficient funds in your account when the payment is due. NOTE: You can also set up recurring payments by signing on to Levo's Online Banking with Bill Pay.

Step 1: Gather and Review Your Account Information

Key information about you and your Levo account that will allow transactions with third parties to occur:

1. Your Name:	
2. Routing/Transit Number (9 digits): Levo: 291479974	SAMPLE IMAGE CHECK PRINTER PORT (OC CREDIT UNION TEST CHECK - VOID 20
2. Account Number (maximum 15 digits, include any leading zeros, do not	Pay to the Order of
include check number):	FOR
4. Type of account (check one): ☐ Checking ☐ Savings	Routing Account Check Number Number Number

Step 2. Contact Your Employer or Payor/Payee

The table below can help you identify the correct contact for different types of direct deposits. Your employer or payor may need you to complete a form they provide and/or request a voided check to process your direct deposit request.

Direct deposit Information For the following types of direct deposit, contact your employer or other payor directly with the information on this form:

- Salary / Wages
- Pension
- Dividend
- Investment Home

For direct deposit information or Other Federal Agency Benefits, contact the agency directly or call Go Direct at 1-800-333-1795 to obtain the telephone number of many federal agencies:

Types of direct deposit existing and new enrollment

Type of Direct Deposit	Existing Enrollment (To change the bank currently receiving deposits electronically)	New Enrollment (To change your paper checks to electronic deposits)
Social Security (SSA)	Call 1-800-772-1213 (1-800-325-0778 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
Supplemental Security Income (SSI)	Call 1-800-772-1213 (1-800-325-0778 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
Railroad Retirement	Call 1-877-772-5772 (1-312-751-4701 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
Civil Service Retirement (Office of Personnel Management)	Call 1-888-767-6738 (1-800-878-5707 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795
Veterans Compensation and Pension	Call 1-877-838-2778 (1-800-829-4833 TTY)	Visit your local branch or visit www.godirect.org or call 1-800-333-1795

Step 3. Monitor Your Account

Note that it may take time for the third party to process your request and begin processing transactions.

Questions? Call us at 1.605.334.2471

