



## Direct Deposit Authorization Form

**Please complete the following fields and forward this form to your HR Department.**

*Note: If you work for a company that offers an HR portal, you may not use this form. Associates of Giant, Stop & Shop and other Ahold subsidiaries must use HR Express; associates of Bi-Lo and other Lone Star Funds subsidiaries must use the My Self Service HR Portal.*

Name:	Social Security Number										
Current Employer:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>										
<p>I hereby authorize the above referenced company to deposit the amount indicated below into Market USA Federal Credit Union as indicated below, each pay period. I further authorize the above referenced company to initiate any adjustment(s) necessary to correct error(s) in previous deposit(s). I understand that I will be notified of any such adjustments. This authorization is to remain in full force and effect until the above referenced company has received written notification from me of its termination in such time and in such manner as to afford them a reasonable opportunity to act on it. This authorization may also be terminated by the above referenced company as they see necessary.</p>											
<p>Depository Transit Number  <b style="font-size: 1.2em;">2550-7749-3 MARKET USA FEDERAL CREDIT UNION</b></p>											
<p>I am paid:  <input type="checkbox"/> Weekly    <input type="checkbox"/> Bi-weekly    <input type="checkbox"/> Other _____</p>											
<p>Amount per pay period:</p> <input type="checkbox"/> Net Pay <input type="checkbox"/> Specific Amount: \$ _____	<p>Deposit Pay into:</p> <p>Account Number: _____</p> <p>Account Type:  <input type="checkbox"/> Checking    <input type="checkbox"/> Savings</p>										
<b>Signature</b>	<b>Date</b>										

### HR Express & My Self Service Set-Up Instructions

<p><b><u>HR Express Users (Giant, Stop &amp; Shop, &amp; Ahold Subsidiaries)</u></b></p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://www.myhrexpress.com">www.myhrexpress.com</a> and log into HR Express.</li> <li>2. If you are unsure of your user name and password, follow the instructions on the login page for obtaining that information.</li> <li>3. On "Welcome Page", click the "Direct Deposit" link on the left.</li> <li>4. Follow the instructions for setting up your direct deposit</li> <li>5. Enter the Market USA FCU routing number (255077493) and your checking account number found at the bottom of your checks.</li> <li>6. Once set-up is complete, be sure to log out of HR Express.</li> </ol>	<p><b><u>My Self Service Users (Bi-Lo &amp; Lone Star Subsidiaries)</u></b></p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://www.mybilosite.com">www.mybilosite.com</a> &amp; click Store Team Login link.</li> <li>2. Use steps 3-5 for first time login or forgotten password (start at step 6 otherwise).</li> <li>3. Click 'Forgot Password' and complete password change screen. Click 'Reset Password'.</li> <li>4. Click 'Return to My Self Service'.</li> <li>5. Enter Employee ID (without leading zeros) &amp; Password.</li> <li>6. Click Login, My Self Service icon, then My Self Service.</li> <li>7. Click 'Direct Deposit' (enter the Market USA FCU routing number (255077493) and your checking account number found at the bottom of your checks).</li> </ol>
<p><b><u>Non HR Express Users</u></b></p> <p>If you have access to an HR portal, please follow your employer's instructions for establishing direct deposit; or complete this form and forward it to your HR department.</p>	<p><b><u>C&amp;S Associates – Mauldin, SC Only</u></b></p> <p>Please complete this form and forward it to: (a) your HR department; or (b) Market USA Mauldin Branch at 201 Bi-Lo Blvd, Greenville, SC 29607 or by fax to 864.234.4677.</p>