

ALCOA and HARBORLIGHT CREDIT UNION DIRECT DEPOSIT INSTRUCTIONS



If you are a Alcoa (Howmet) employee and currently have a portion of your payroll money (Partial Deduction) deposited to HarborLight Credit Union and you receive a “live” paycheck – **you MUST see someone at HarborLight Credit Union before continuing any further!**

ALL CURRENT EMPLOYEES:

If you do not have any of your payroll money deposited and would like to have your payroll money directly deposited to an account with HarborLight Credit Union, please follow the On Line instructions below.

Note: NEW EMPLOYEES: At least one Howmet paycheck must be received before going online to complete your direct deposit options with Alcoa.

***Any payroll money direct deposited to HarborLight Credit Union must be allocated to a Savings Account and an additional HarborLight Credit Union form must be completed and submitted to HarborLight Credit Union for additional Credit Union disbursements.** This additional form is located on the following page and on our website www.HarborLightcu.org click on Howmet (Alcoa) Direct Deposit form. Print this form, complete it, sign where indicated and send to HarborLight Credit Union via U.S. Mail, drop in our Night Depository, or drop off inside our credit union office.

ON LINE INSTRUCTIONS:

STEP 1: Contact Alcoa to receive a password. 1-888-ALCOA-123

STEP 2: On the internet, in the address bar type in <https://www.alcoaepay.com> click on “GO” or press “Enter”.

STEP 3: Login ID is your 9-digit social security number.
Password is the one you received from Alcoa.

STEP 4: Enter in where you want your money to be deposited.
***Any payroll money direct deposited to HarborLight Credit Union must be allocated to a Savings Account and an additional HarborLight Credit Union form must be completed and submitted to HarborLight Credit Union for additional Credit Union disbursements.** This additional form is located on the following page and on our website www.HarborLightcu.org click on Alcoa (Howmet) Direct Deposit form. Print this form, complete it, sign where indicated and send to **HarborLight Credit Union 2151 Cogswell Dr., Whitehall, MI 49461** via U.S. Mail, drop in our night depository, or drop off inside our credit union office.

STEP 5: When finished, click on SUBMIT.

If you have questions, please call HarborLight Credit Union (231) 894-5608 ext. 223 or ext. 224.
Thank you.

ALCOA (HOWMET CORPORATION) PAYROLL DEPOSIT
HARBORLIGHT CREDIT UNION
For use with DIRECT DEPOSIT ONLY

NAME: _____ DAYTIME TELEPHONE NUMBER: _____

TOTAL AMOUNT PER PAY PERIOD TO BE DEPOSITED AT HARBORLIGHT CREDIT UNION
\$ _____
(IF TOTAL CHECK IS TO BE DEPOSITED AT HCU, INDICATE "NET")

THIS IS A (CHECK ONE):

____ **NEW** (INITIAL START OF DEPOSIT – NO MONEY DEPOSITED PRIOR TO THIS DATE)

____ **CHANGE** (CHANGE CURRENT DEPOSIT)

____ **STOP** (CANCEL ENTIRE DEPOSIT)

PLEASE DEPOSIT THE ABOVE AMOUNT INTO THE FOLLOWING ACCOUNTS: (**PLEASE SPECIFY DOLLAR AMOUNTS** IF REMAINING AMOUNT UNKNOWN INDICATE "BALANCE")

ACCOUNT NUMBER: _____ (LIST ADDITIONAL NUMBERS BELOW)

REGULAR SAVINGS \$ _____ CHECKING \$ _____

HIGH YIELD: \$ _____ IRA: \$ _____

VACATION CLUB: \$ _____ CHRISTMAS CLUB: \$ _____

OTHER DEPOSIT ACCOUNTS OR DIRECT LOAN PAYMENTS EVERY PAY PERIOD

<u>ACCOUNT NUMBER</u>	<u>TYPE OF ACCOUNT OR LOAN NUMBER</u>	<u>DOLLAR AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

SIGNATURE: _____ **DATE:** _____

PRINT THIS FORM, COMPLETE IT, AND SEND TO HARBORLIGHT CREDIT UNION, 2151 COGSWELL DR., WHITEHALL, MI 49461 VIA: U.S. MAIL, NIGHT DEPOSITORY, OR DROP OFF INSIDE OUR CREDIT UNION OFFICE.