



## **USDA Forest Service**

Albuquerque Service Center Incident Finance Branch - Casual Pay 101 B Sun Avenue NE Albuquerque, NM 87109 Phone: 1-877-372-7248, Option #1

Fax: 1-866-816-9532 asc\_ipc@fs.fed.us

## ADDRESS CHANGE FORM

## **Directions:**

Complete this form to change a current mailing address. This form must be  $\underline{\text{signed}}$  then mailed or faxed to Incident Finance - Casual Pay

Name								
SSN			Telep	phone	(	)	-	
	ON OF PAYME	ENT (MARK ONLY	' ONE (1)	) BOX AN	D COMF	PLETE INI	Fo):	
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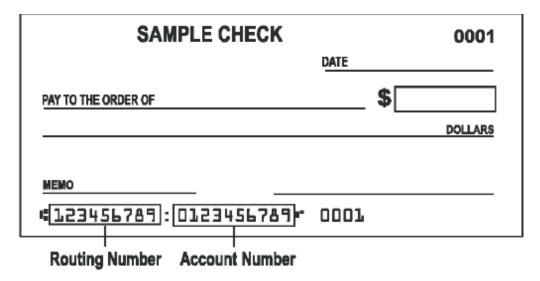
Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 USC Section 552a.

## Why use Direct Deposit?

- You get your refund fast in half the time check mailing
- Payment is more secure there is no check to get lost
- More convenient. No trip to the bank to deposit your check

Incident Finance-Casual Pay is not responsible if you enter the wrong account information. Check with your financial institution to get the correct routing and account numbers and to make sure your direct deposit will be accepted.

The routing number must be 9 digits. The first two digits must be 01 through 12 or 21 through 32. On the sample below, the routing number is 123456789. **Do not** use information from deposit slips – they may vary from the routing and account numbers on your checks.



Your check may state that it is payable through a financial institution different from the one at which you have your checking account. If so, do not use the routing number on that check. Instead, contact your financial institution for the correct routing number.

The account number can be up to 17 characters (both numbers and letters). On the sample check, the account number is 0123456789. Do not include the check number.