



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 signed then mailed or faxed to Incident Finance - Casual Pay

Name			
SSN		Telephone	() -

DESTINATION OF PAYMENT (MARK ONLY ONE (1) BOX AND COMPLETE INFO):

DIRECT DEPOSIT:

9 digit Routing No.	
Account no.	
Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

-OR- **CHECK MAILING ADDRESS*:**

Address		
City	State	Zip

***This will remove any direct deposit account currently in our system.**

DESTINATION OF CORRESPONDENCE (WAGE AND EARNINGS STATEMENTS AND W-2s):

SAME ADDRESS AS ABOVE **DIFFERENT ADDRESS**

NOTE: State taxes must be withheld for the state in which hired (complete the W-4 for state). If you wish to have state taxes withheld for another state complete the appropriate state form and submit.

Mailing Address		
City	State	Zip

Signature: _____ **Date:** _____

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.

If you have any questions, please call the Casual Pay at 1-877-372-7248

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.

SAMPLE CHECK		0001
	DATE _____	
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
MEMO _____		
⑆ 123456789 : 0123456789 ⑆ 0001		
Routing Number	Account Number	

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.