

**FAST START**



**INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS**

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). See instructions on back of form.

**1. PAYEE INFORMATION**

NAME  SOCIAL SECURITY NUMBER   
(Last, First, Initials)

STREET ADDRESS

CITY  ST  ZIP

TELEPHONE NUMBER (WORK)  (HOME)

AGENCY: U.S. COAST GUARD

**2. TYPE OF ACCOUNT**

Checking  
 Savings  
 Lockbox

**3. DIRECT DEPOSIT ACCOUNT INFORMATION - TRAVEL/OTHER**  
A voided personal check/sharedraft may be attached in lieu of completing this section.  
See instructions on back of this form.

ROUTING TRANSIT NUMBER   Check Digit

ACCOUNT NUMBER

ACCOUNT TITLE   
(Account Holder's Name)

FINANCIAL INSTITUTION NAME

STREET ADDRESS

CITY  ST  ZIP

TELEPHONE NUMBER

**TYPE OF PAYMENT**

Travel

Empty space for notes or additional information.

**4. AUTHORIZATION**

\* \_\_\_\_\_ DATE \_\_\_\_\_  
EMPLOYEE'S SIGNATURE

**5. AGENCY USE:**

# TRAVEL REIMBURSEMENT BY DIRECT DEPOSIT

**FAST -- SAFE -- DEPENDABLE**

*Important information for Coast Guard travelers establishing a direct deposit (EFT) travel account.*

**Complete FMS-2231-CGAUX (FastStart):**

- 1. Employee Information:** Enter your SSN, Name, Work and Home telephone numbers and address.
- 2. Type of Account:** Enter the type of your bank account, Checking Savings, or Lock Box.
- 3. Direct Deposit Account Information:** This information will allow us to correctly send monies electronically to your bank. Please use instructions provided in the block below. Include bank address and phone number.
- 4. Authorization:** Please sign and date the form.

**You may mail the form to:**

**Coast Guard Finance Center (OPC 5C)  
1430A Kristina Way  
Chesapeake, VA 23326-1000**

**Or you may FAX the form to:**

**CGFINCEN (t-16) at 757-523-6769**

## DIRECT DEPOSIT ACCOUNT INFORMATION

ROUTING TRANSIT NUMBER (your financial institution's 9-digit routing transit number)

ACCOUNT NUMBER (your account number at your financial institution)

ACCOUNT TITLE (the depositor's name on the account at the financial institution)

FINANCIAL INSTITUTION NAME (the name of the institution to which payments are to be directed)

The Routing Transit Number (RTN) can be obtained from the financial institution or found on the bottom of a check.

The diagram shows a check with the following fields and labels:

- 3** points to the top section: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE.
- 101** is in the top right corner.
- 19** is in the top right section.
- PAY TO THE ORDER OF:** followed by a line for the payee's name.
- \$** followed by a box for the amount.
- DOLLARS** is written below the amount box.
- 4** points to the line for the bank name: NAME OF YOUR BANK.
- 5** points to the line for the bank type: Payable Through Another Bank.
- For** is written above the MICR line.
- The MICR line contains: **⑆021001082⑆ 123 456 789⑈ 0101**
- Below the MICR line, three boxes are labeled: **ROUTING NUMBER** (under 021001082), **ACCOUNT NUMBER** (under 123 456 789), and **CHECK NUMBER** (under 0101).
- 1** is under the routing number box, and **2** is under the account number box.

1. ROUTING TRANSIT NUMBER - Here you would put "021001082"

2. ACCOUNT NUMBER - Here you would put "123-456-789". Note the use of the dash symbol. (Include dashes where the symbol **⑆** **⑈** appears on the check or card.)

3. ACCOUNT TITLE (must include employee name)

4. FINANCIAL INSTITUTION NAME

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.