

**TFO Use Only:**  
**Org Structure ID (Org Code):**

\_\_\_\_\_  
**Payroll Org Code**  
**(Cost Center):**

**NEW EMPLOYEE INFORMATION**

Welcome! Please complete the following information so that the Budget office can create an account for you in the Defense Civilian Pay System (DCPS). Civilians are paid biweekly.

NAME: \_\_\_\_\_ OFFICE CODE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF RESIDENCE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ FIRST DAY OF WORK WILL BE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DIRECT DEPOSIT**

Contact your bank and obtain their nine-digit routing transit number, which identifies them for receiving electronic fund transfers, enter it on the lines provided below:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (usually the lower left number on one of your personal checks, but you can contact your bank by phone to confirm)

Enter the account (number) that will receive your direct deposit on the line below:

\_\_\_\_\_

Type of account (circle one): CHECKING or SAVINGS

What is the name of the bank: \_\_\_\_\_ -