

# HOW TO DIRECT DEPOSIT YOUR DOYON, LIMITED DIVIDEND CHECK

**Please complete an application for each shareholder applying for direct deposit**

1. Complete personal information:
  - a. First name, middle name, last name and suffix (Jr., Sr., III, etc.)
  - b. Mailing address; check box if address has changed.
  - c. Phone number; in case we have questions regarding your application.
  - d. E-mail address; once it is added to your records will allow you to change your mailing address with Doyon via e-mail.
  - e. Last four digits of your social security number and date of birth; help to verify that the correct shareholder's record is updated.
  
2. Complete account information:
  - a. Check box for new or updated information.
  - b. Check box for Checking or Savings account.
  - c. Print bank name.
  - d. Print bank's nine-digit routing number. **This is a nine-digit number that banks use for direct deposit purposes. You may need to call your bank to obtain number.**
  - e. Print bank account number. It is not necessary to include a check number.
  - f. Please read the authorization before signing.
  - g. Please sign the application. We are not able to process applications that are not signed.
  
3. Attach a voided check:
  - a. Please attach a voided check to verify the account information on application.
  
4. Children on account:
  - a. If depositing your children's dividends into your account, your bank may reject these deposits if their names aren't on your account. **Please call your bank to verify that it is acceptable to deposit their dividends to your account.**
  - b. Only custodians may sign direct deposit applications for their children. If you are not the custodial parent, or custody has changed, please call us at 1-888-478-4755, ext. 2040, or in Fairbanks, at 907-459-2040.
  - c. Custodian should sign on the signature line.
  
5. Canceling direct deposit:
  - a. In order to cancel direct deposit you must provide Doyon with a signed request.
  - b. If a dividend is direct deposited and returned from a bank because an account is no longer open, a check will be issued and mailed to you if your address is current.
  - c. **If for any reason you should need to cancel your direct deposit, it must be done in writing prior to the next distribution date.**
  
6. Direct deposit:
  - a. May only take place on dates of distributions to shareholders. Shareholders with distribution hold codes (IRS withholding, child support) will be issued checks and mailed.
  - b. **If you fax in your application, please call the Records department after you fax it to confirm it was received.**



# Direct Deposit Application

**Mail Completed Form To:**  
Doyon, Limited  
Shareholder Records  
1 Doyon Place, Suite 300  
Fairbanks, AK 99701-2941

**1-888-478-4755, ext 2040**  
**In Fairbanks: 459-2040**  
**Fax: 1-907-459-2065**

\_\_\_\_\_  
First Name                      Middle                      Last                      Suffix

Mailing Address:

\_\_\_\_\_  
Street or PO Box

\_\_\_\_\_  
City                      State                      Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Last four digits  
of Social Security Number:**

\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_

**Date of Birth:**

\_\_\_\_|\_\_\_\_|\_\_\_\_

Check box if this is an address change

## ACCOUNT INFORMATION

Check one:     Checking     Savings

**For checking, please  
attach a voided check.**

**Bank Name:** \_\_\_\_\_

### Direct Deposit

**Routing Number:** \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_

(A nine-digit number - please contact your bank)

**Account Number:** \_\_\_\_\_

*I hereby authorize Doyon, Limited to initiate credit entries and to initiate, if necessary debit entries and adjustments for any credit entries to my account. By signing below, I certify that I am the owner of this account. This authority is to remain in full force and effect until Doyon has received written notice from me of its termination in such manner as to afford Doyon and my bank a reasonable opportunity to act on it.*

\_\_\_\_\_  
Signature                      Print Name                      Date

**For Office Use Only:**

Shareholder ID \_\_\_\_\_ Hold Codes? N/Y If yes, list \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ Date: \_\_\_\_\_