



Date: \_\_\_\_\_

**FREQUENCY:**

*(Circle one of the options # 1 through 12)*

1 = **Annual** – Once a Year *(need to know month and day)*

2 = **Semi-Annual** – Twice a Year *(need to know the first transfer month and day)*

3 = **Quarterly** – Once a Quarter *(need to know the first transfer month and day)*

4 = **Monthly** – Once a Month *(need to know 1<sup>st</sup> day of transfer)*

5 = **Semi-Monthly** – Twice a Month *(need to know the day of the 1<sup>st</sup> transfer and day of the 2<sup>nd</sup> transfer)*

**Biweekly – Every Two Weeks** ... If there are 3 scheduled transfers during month

6 = **Biweekly/Skip First** 7 = **Biweekly/Skip Last** 8 = **Biweekly/Every Two Weeks**

*(Need to know the date of the first transfer for each option)*

**Weekly Transfers** .... If there are 5 scheduled transfers during month

9 = **Weekly** 11 = **Weekly/Skip First** 12 = **Weekly/Skip Last**

*(Need to know the date of the first transfer for each option)*

**Distribution Information**

FROM ACCOUNT #	ID #	AMOUNT	TO ACCOUNT #	ID #

Print Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date of 1<sup>st</sup> Transfer: \_\_\_\_\_

Date of 2<sup>nd</sup> Transfer \_\_\_\_\_ *(Semi-monthly only)*

Employee Name: \_\_\_\_\_