

FEEA LOAN PROGRAM

ALLOTMENT INSTRUCTIONS



FEEA

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

www.feea.org

#FEDSHELPINGFEDS

Allotment Instructions

Follow the instructions below to set up a savings account at FirstNet/United Bank and direct your allotment to that account.

Step 1: The Emergency Assistance Director will inform you, via email, that your loan request has been approved and will provide you with the following information:

1. Your monthly deposit amount
2. Your payment amount per pay period
3. Your Loan Contract Number

Step 2: Complete the First Citizens Bank Allotment Savings Account Application and Transfer Authorization Form (download at www.feea.org/loandocs). This step sets-up the savings account into which your new allotment will be paid and authorizes FirstNet/United Bank to transfer that payment to FEEA on a monthly basis.

On the Savings Account Application and Transfer Authorization form:

1. enter your Social Security Number (SSN), your Loan Contract Number at the top of the page (refer to your approval email for the Contract Number) and your FEEA approved Loan Amount
2. read and sign the authorization agreement
3. complete the contact information section
4. enter your SSN again in the Depositor Account Number section
5. enter your Monthly Deposit Amount (found in the approval email from FEEA) in the Monthly Deposit Section

Step 3: Set up an allotment in your payroll system (My Pay, Employee Express, NFC, or POSTALEASE). This step initiates the allotment payment.

You will:

1. login to your payroll system and find the menu item to create/set-up a new financial allotment
2. in the bank information section, enter the Routing number: 083901825
3. for bank account number, enter your SSN
4. choose SAVINGS account
5. for allotment amount, enter your payment amount per pay period (found in the approval email from FEEA); enter just the whole dollar amount, no decimal places
6. follow your system's prompt to Save/Continue, etc.
7. print the page that comes up with FirstNet/United Bank information and address showing (print by using Control+P on your keyboard OR use the File>Print command)

and choose "save to PDF" to save a PDF of the page on your computer to attach to the email to FEEA (see step 5))

8. follow your system's prompt to Save/Continue, etc.
9. print the page that comes up, which should state when your allotment will start (again using Control+P to print or the File>Print command to save a PDF version to attach to the email to FEEA (see step 5))
10. after the second page prints, you have completed Step 3 and may exit your payroll system

Step 4: Upload all completed forms and printouts to FEEA (in PDF format only) using the link provided in your email.

Your uploads must include:

1. FirstNet/United Bank Allotment Savings Account Application and Transfer Authorization Form
2. The two pages from your payroll system (saved as PDFs) in Step 3, confirming your new allotment
3. Your signed Loan Agreement (available at www.feea.org/loandocs)

Once all forms are completed and received by FEEA, we will then process your loan check, generally within 5 business days.