



Davis School District

Learning First

You may disregard this notice if you do not have an America First Credit Union account for direct deposit.

RE: NEW America First Credit Union Direct Deposit Requirement

Dear Davis School District Employee:

America First has recently made changes to their requirements for account numbers for direct deposit that may affect you. They are now requiring direct deposit account numbers to be **12-digits**.

To ensure your future paychecks will be deposited correctly and without interruption, you will need to comply with the new requirement. They are slowly starting to reject direct deposits that are not in the correct format.

America First account numbers should now include **746000** in front of a **6-digit account number**, **74600** in front of a **7-digit account number**, and **7460** in front of an **8-digit account number**.

Example 1 – 7 Digits:

- Account Number 1234567
- **Corrected Account Number** **746001234567** (12-digits)

Example 2 – 8 Digits:

- Account Number 12345678
- **Corrected Account Number** **746012345678** (12-digits)

To update your direct deposit information, log on to your DSD Payroll Management account from the Davis School District homepage and go to “Update Payroll Information” and “Direct Deposit”. Make sure you save your changes, and the request shows as “Pending”.

Please update your account information as soon as possible, but no later than **October 15, 2023**.

If you have any questions on how your America First account number should be entered for direct deposit, **please contact your America First Credit Union branch directly**.

You can find additional information regarding this change on the America First Credit Union webpage. Scroll to the bottom of the page and click on “View Routing Number Instructions”.

The screenshot shows the footer of the Davis School District website, which is dark-themed. It is divided into three columns: 'LATEST NEWS', 'UPCOMING EVENTS', and 'INFORMATION'. The 'LATEST NEWS' column lists several press releases from August 2023. The 'UPCOMING EVENTS' column shows 'No Upcoming Events'. The 'INFORMATION' column contains contact details for America First Credit Union, including the address 'PO Box 9199, Ogden, Utah 84409'. Below the contact info is a 'CONTACT US' section with the routing number '324377516'. A prominent yellow arrow points from the center of the page towards an orange button labeled 'VIEW ROUTING NUMBER INSTRUCTIONS'. Below this button is a blue button labeled 'VIEW CURRENT OPENINGS'. At the bottom center of the footer is a stylized white logo.

Important Information:

The routing/transit number for America First Credit Union is **324377516**.

There are 3 ways to find your **12-digit direct deposit (ACH) number**.

1. Log in to online banking. Click on your checking or savings account and unhide the number next to Direct Deposit & Electronic Payment Number (ACH).
2. Find the 12 digits on the bottom of one of your AFCU checks (to the right of the routing number)
3. Contact your local America First branch.

Here is an example from America First's webpage:



3. Build it from your account number using the example below.

Example 1:

Account #: 123456

Direct Deposits & electronic payments (ACH) #: 746000123456

(Must contain 12 total digits)

7 4 6 0 0 0 1 2 3 4 5 6

*Required Prefix

*Account Number

*Required 0s to equal 12 total digits

Example 2:

Account #: 1234567

Direct Deposits & electronic payments (ACH) #: 746001234567

(Must contain 12 total digits)

7 4 6 0 0 1 2 3 4 5 6 7

*Required Prefix

*Account Number

*Required 0 to equal 12 total digits