



Washington Wing
Civil Air Patrol
1155 Barnes Blvd.
Joint Base Lewis-McChord, WA



Direct Deposit Enrollment

Modern banks now have mechanisms for processing bill payments or EFTs through direct deposit. Use of these mechanisms will cut down the amount of time necessary for processing member reimbursements and reduce the total overhead costs associated with printing and mailing checks. To enroll in this function, please complete the form below and either email a scan of a signed form with voided check to billing@wawg.cap.gov or fax to (253) 982-7779. This information will be destroyed within 7 days of receipt. Encrypted email transmission may be requested by contacting billing@wawg.cap.gov for a public key.

CAP ID Number: _____

Name: _____

Street: _____ Apt.: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

For EFTs:

Bank name: _____

Account Number: _____ Routing Number: _____

A copy of a voided check is required to complete registration for EFT transfers.

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The authorization portion shall be retained in SmartVault without the banking information.

My signature indicates authorization to use direct deposit for financial transactions and that I am familiar with WAWG Supplement 1 to CAPR 173-1 para 36. I understand that I can revoke permission to utilize these payment methods at any time with written notification. I grant permission for the WAWG/FM and WAWG/WA to configure the transfers and I acknowledge that the banking information above and check shall be destroyed once the transfers have been configured, which shall be within 7 days of receipt of this information. This authorization shall remain in force IAW with the above referenced supplement.

Signature: _____ Date: _____

Printed Name: _____ Unit No: PCR-WA-_____

CAP ID: _____