INSTRUCTIONS FOR COMPLETING THE SF 1199A  
(Direct Deposit)

There is a DOD requirement that AFROTC cadets must receive stipend through direct deposit, electronic funds transfer (EFT). Please establish a bank account if you do not already have one.

Please complete Section I of the SF 1199A

IT’S IMPORTANT YOU SIGN AND DATE THE FORM UNDER PAYEE/JOINT PAYEE CERTIFICATION before forwarding it to your financial institution. (It’s not necessary to obtain the joint payee certification signature or joint account holder’s certification signatures)

SECTION I

Block A: Type in name and personal mailing address and phone number

Block B: Leave block B blank

Block C: Type in SSN. Sign your name and date (under payee certification)

Block D: Check applicable type of account, CHECKING or SAVINGS

Block E: Enter your depositor account number. CORRECTNESS IS IMPORTANT!

Block F: Check “Other” for Type of Payment, and enter “AFROTC CADET”

Block G: Leave block G blank

After you complete Section I, bring your SF 1199A to your financial institution for completion of Section III. Request that they return the government agency copy to you.

NOTE: Each time you change financial institutions; you must complete a new SF 1199A. Ensure all withdrawals have cleared in your old account before changing your direct deposit financial institution