

## **DIRECTIONS FOR COMPLETING FMS FORM 2231**

### **Complete sections 1, 2, 3, & 5**

Section 1: Social Security Number  
Name  
Phone Numbers

Section 2: Type of Account (mark "Checking" or "Savings")  
Type of Payment (mark "Travel")

Section 3: Air Force finance requires section 3 to be filled out.  
Voided check will not be accepted.

**Routing Transit Number: Nine numbers, last number is "Check Digit"**

Account Number  
Account Title  
Financial Institution Name

Section 4: N/A (do not complete)

Section 5: Signature & date

### **Common errors that delay payment:**

Section 3: not filled out – finance will reject  
not enough digits in routing number  
incorrect routing number  
incorrect account number  
unable to read routing & account numbers

Section 5: signature missing