

PAYROLL DIRECT DEPOSIT ENROLLMENT INSTRUCTIONS

Our current HR/Payroll System allows for up to four (4) direct deposit accounts per employee record. There is one primary account for either Checking or Savings which must be used as an "All of Net" Account. This account is for the deposit of remaining balance earnings after all deductions, taxes and other fixed amount deposits have been made. The other three (3) direct deposit accounts can be used to identify a specified or 'fixed' amount to be deposited and can be a combination of any type account.

In order to participate in Direct Deposit, all of your pay must be applied. You can not direct part of your payroll to be deposited electronically and receive the remainder in a check.

To enroll, please complete a DIRECT PAYROLL DEPOSIT AUTHORIZATION form by following the steps below. If you have any questions or require assistance, please contact the Payroll Call Center at 1-888-426-2729.

FORM INSTRUCTIONS

1. Please print your full Name, Location, Phone Number (where we can contact you) and Social Security Number. If you know your PeopleSoft Employee ID, please include that as well.
2. Choose the type of account, (Checking or Savings) and complete the Bank Name, Address and Phone Number.
3. Indicate whether this is a NEW AUTHORIZATION (never on direct deposit), CHANGE OF AUTHORIZATION (currently on DDP, change to existing account and/or amount), or STOP DIRECT DEPOSIT (end an existing account(s)).
4. Indicate whether an account is a deposit of a fixed amount or the account for the balance of your net pay. **You must have one account indicated for Balance of Net Pay.**
5. Complete the Transit Routing Number and Account Number for each deposit listed. Provide a voided check for checking accounts and a letter from the savings institution for savings accounts verifying their Transit Routing number and your account number.

6. After you have completed all account code information, please sign and date the bottom of the form where indicated.
7. Please send all documentation to the Payroll Department at 575 Mountain Avenue, Murray Hill, NJ 07974. You will receive a confirmation in the mail, once your request has been processed.

RETURNS

There may be instances where your request for Direct Deposit may be returned to you because we are unable to process it. In this case, you would receive a letter indicating the reason for return.

The reasons why we may return your request for direct deposit:

There was no copy of a void check or bank letter verifying the Transit Routing Number and Account Number

You did not sign your form

The request was only for a partial deposit

You did not include all account code information

A Payroll Authorization Form was not submitted with your request

PROCESS

In order to ensure that your payroll funds will be deposited in the accounts you provide, your direct deposit request will go through a verification process called "pre-notification". This process takes approximately two weeks to complete before your funds will automatically begin to be deposited in your account(s) directly. You will receive a letter in reference to this.

If there are any problems with the pre-notification process, such as invalid account, transit numbers or that your bank or institution does not handle electronic funds, you will be contacted by your Payroll Administrator.