

Section 1 - PRODUCER INFORMATION
(This section must be completed in its entirety.)

Producer Name (Print) _____

Signature _____ Phone Number _____ Date _____

Section 2 - NET PAY
(Please select *either* Checking or Savings)

| | | | |
|--|-------------------|---|-------------------|
| CHECKING <input type="checkbox"/> New <input type="checkbox"/> Change Bank or Account <input type="checkbox"/> Cancel | | SAVINGS <input type="checkbox"/> New <input type="checkbox"/> Change Bank or Account <input type="checkbox"/> Cancel | |
| Bank Name _____ | | Bank Name _____ | |
| Bank City, State _____ | | Bank City, State _____ | |
| Transit/Routing _____ | Account No. _____ | Transit/Routing _____ | Account No. _____ |

Section 3 - DEDUCTION
(Please select your choice)

| | | | | | |
|---|-------------------|------------------------|--|-------------------|------------------------|
| CHECKING <input type="checkbox"/> New <input type="checkbox"/> Change Bank or Account <input type="checkbox"/> Change Amt. <input type="checkbox"/> Cancel | | | SAVINGS <input type="checkbox"/> New <input type="checkbox"/> Change Bank or Account <input type="checkbox"/> Change Amt. <input type="checkbox"/> Cancel | | |
| Bank Name _____ | | | Bank Name _____ | | |
| Bank City, State _____ | | | Bank City, State _____ | | |
| Transit/Routing _____ | Account No. _____ | Dollar Amount \$ _____ | Transit/Routing _____ | Account No. _____ | Dollar Amount \$ _____ |

PHOENIX FUND Change Amount Cancel

NOTE: All Phoenix Fund requests must be processed through PEPCO first. Please contact PEPCO at 1-800-243-1574.

Bank Name _____
State Street Bank
 Bank City, State _____
Boston, MA

| | | | |
|-----------------|----------------|---------------------------|---------------|
| Transit/Routing | Account Prefix | Acct. Social Security No. | Dollar Amount |
| 011000028 | 99018590 | - - | \$ _____ |

I authorize (1) my employer/payor to automatically deposit any funds owed to me to my account(s) listed above and (2) the Financial Institution to make any correcting entries to my account.

Signature Date

| | |
|---------------------------|--|
| STAPLE VOID CHECK HERE | Jane M. Phoenix 0001 101 Somewhere Street Somewhere, MA 11111 _____ 20 _____ |
| | Made Payable to: _____ _____ |
| | ATTACH VOID OR PHOTOCOPY OF CHECK HERE |
| | Memo: _____ |
| | : 1 2 3 4 5 6 7 8 9 : 456889 329879 235 0001 |

(Transit/Routing Number) (Account Number) (Check Number)

STOP! PLEASE READ THE FOLLOWING SECTION:

- **BY SIGNING THE AUTHORIZATION FORM YOU ACKNOWLEDGE AND ACCEPT THE TERMS OUTLINED BELOW.**
 - *Failure to complete Section 1 in its entirety may result in the form being returned to you for completion, thus delaying the activation of your EFT.*
 - **PLEASE NOTIFY PAYROLL AND GET CONFIRMATION THAT DEPOSITS HAVE BEEN STOPPED BEFORE YOU CLOSE ANY ACCOUNT.** If you close an account before notifying Payroll and your money has already been wired, you may be reimbursed in the next payroll check. Money will not be issued without first receiving confirmation that the funds have been returned to Phoenix, which can take at least five (5) business days.
 - Return form to: PAYROLL, H-GS-2.
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DEFINITIONS:

TAKE HOME PAY: Gross earnings minus taxes and deductions. (The amount of your paycheck)

EFT DEDUCTION: A specific dollar amount you choose to be electronically transferred to a bank account, other than the bank account of your net pay.

NET PAY: The amount of your “take home” pay after any other EFT deductions.

HOW DO I START EFT?

After completing Section 1, complete Section 2. Check off “New” in **either** the checking or savings box. Fill in the box with the bank name and address. If setting up a checking account, please staple a voided check or a photocopy of a check to the bottom of the form. If setting up a savings account, please fill in the transit/routing number (9-digits) and the account number. (If you are unsure of any of these numbers, please contact your bank.)

HOW DO I ADD AN EFT DEDUCTION?

Please complete Section 1 first. As long as you have your net pay being deposited, you can have up to three (3) additional deductions; one checking, one savings, and one Phoenix Fund deduction. Check off “New” in up to three (3) of these deductions and supply the bank name and address. Again, if you are setting up a checking account, please staple a voided check or a photocopy of a check to the bottom of the page. If you are setting up a savings account, please fill in the transit/routing number (9-digits) and the account number.

HOW DO I CHANGE MY BANK AND/OR ACCOUNT NUMBER?

Please complete Section 1 first. If you are changing your net pay account, complete section 2. Select “Change of Bank/Acct.” and follow the directions above in “How Do I Start EFT?”. If you are changing one or more of your EFT Deductions, complete section 3. Select “Change of Bank/Acct.” and follow the directions above in “How Do I Add An EFT Deduction?”. **PLEASE FILL IN ONLY THE SECTION THAT APPLIES TO YOUR CHANGE.**

HOW DO I CHANGE THE DOLLAR AMOUNT TO AN EFT DEDUCTION?

Please complete Section 1 first. In Section 3, select “Change Amt.” in the appropriate box and write in the new flat dollar amount to be withheld from your paycheck. You do not have to fill in any bank information.

HOW DO I CANCEL MY EFT?

Please complete Section 1 first. If you are canceling your Net Pay, select “Cancel” under Section 2. You do not need to complete the banking information. NOTE: If you cancel your Net Pay, any EFT Deductions will automatically be canceled as well. If you are canceling any EFT Deduction, select “Cancel” under Section 3 to the box which you are canceling. NOTE: Canceling any EFT Deduction will NOT cancel your Net Pay.

Please return this form to DISTRIBUTION ADMINISTRATION, H-GS-2, for processing. Should you have any questions after reading this form in its entirety, you may contact Payroll at 1-800-417-4769.
