

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

EMPLOYEE NAME: _____ **EMPLOYEE ID NUMBER:** _____
Print (Last, First Name, MI)

- Start depositing my net pay per paycheck as indicated below
- Change my current direct deposit option as indicated below (only the account listed will be changed, ^{1*} this will inactivate all previous deposits if appropriate, you may receive a live check in the interim)
- Add to my current direct deposit option already in force as indicated below (all other accounts remain active)
- Cancel my current direct deposit option listed below (others remain active)
- Cancel ALL direct deposit options

A. Primary Account: **Balance** (All Net Pay or remainder after secondary account)

BANK NAME: _____ **BRANCH** _____
CITY _____ **STATE** _____ **ZIP** _____
ROUTING NUMBER^{2*} _____ **ACCOUNT NO.** _____
ACCOUNT TYPE: Checking Savings Money Market^{3*}

B. Secondary Account: **Fixed Amount** _____

DEPOSITORY NAME: _____ **BRANCH** _____
CITY _____ **STATE** _____ **ZIP** _____
ROUTING NUMBER^{2*} _____ **ACCOUNT NO.** _____
ACCOUNT TYPE Checking Savings Money Market^{3*}

I hereby authorize McKesson to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my accounts listed above.

This authority is to remain in full force until McKesson has received written notification from me of its termination in such timely manner to afford McKesson and the Financial Institution(s) listed above a reasonable opportunity to act on it.

Employee's Signature Date

- 1* It may take up to 1 pay period for Payroll to process a Direct Deposit Authorization.
- 2* This information can be found on the bottom of your personal checks, just preceding your account number. If you are unsure about the routing number, please contact your financial institution representative.
- 3* For Money Market Accounts, please have your financial institution provide the routing and account numbers
- 4* **PLEASE NOTE: You must have All of your paycheck direct deposited or All in the form of a check (No Partial Direct Deposits Allowed)**
- **ATTACH A VOIDED CHECK (for checking) OR A VOIDED DEPOSIT SLIP (for savings) TO THIS FORM**

* Note you may also enter your direct deposit information online by using McKNet> My Life and Career> Pay and Rewards> Payroll& Taxes>View and change your Direct Deposit Info*