

Today's Date _____

Contact Phone No. _____

Freeman Employee No. _____

Employee Branch _____

Employee Name _____

Payroll Distribution

Transit Number:

A nine-digit number located in the lower, left corner of the check (see Diagram).



Account Number:

Your bank account number follows the transit number on the lower, left corner of the check (see Diagram).

000067894

12345678

Please fill in requested information below to set-up or remove direct deposit for payroll. You may distribute to maximum of five accounts. If removing account(s), indicate each account being removed on a separate line. To continue to utilize direct deposit, please indicate how the funds are to be redistributed.

Bank Name	Type CK or SV	Transit Number	Account Number	Amount or %

By signing below, you agree to the following statement:

I authorize Freeman and the specified financial institution(s) to deposit my net pay or portion thereof, as indicated, into my account(s) each pay date. If funds to which I am not entitled are deposited into my account(s), I authorize Freeman to direct the financial institution(s) to return the funds to Freeman. I understand that my deposit(s) may not be credited to my account until 5:00 PM on the pay date indicated on the payment statement. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account(s) each pay date. This authorization is to remain in full force and effect until Freeman has received written notification from me of termination in such time and manner as to afford Freeman and the financial institution(s) reasonable opportunity to act upon it. **I understand this may take 2 pay cycles to take affect.**

Authorizing Employee Signature _____

(Please print entire form, submit completed form to your local Branch Payroll team)

Questions? Contact your local Payroll Team

Expense Reimbursements

All Expense Accounts should be set up in Concur.

If receiving Travel Advancements, please contact Accounts Payable.