



# Authorization for direct deposit for former employees (F-2R)

## Sign up or change your direct deposit

When you sign up for direct deposit, compensation payments are automatically deposited in your bank account on the date they are payable. **When you terminate or retire, your active employee direct deposit enrollment (if applicable) remains in place.** If you want to continue to receive payments by direct deposit at the same bank account as when you were an active employee, **no action is required.** However, if you did not have direct deposit when you were an active employee or if you want to make a change to your direct deposit information any time after your employment ends, you must complete this form.

- Your funds will be in your bank account on the date they are payable.
- Your net pay will start to be deposited in your account on the subsequent payroll cycle after Chevron receives your form and cancelled or voided check. If necessary, an actual check will be generated before your new bank and/or routing number becomes effective.
- When you **cancel** your previous authorization, an actual check will be generated before your new bank and/or routing number becomes effective. When you **change** your previous authorization, your direct deposit will continue until your new bank and/or routing number can be confirmed and is effective.
- Your direct deposit information will be in effect when your form is received and will remain in effect until you submit a new form to cancel or change your direct deposit.

### How to sign up or make a change

Complete the attached form F-2R and return **after** your termination or retirement date, along with a cancelled or voided check, to: [USPayrollExternal@chevron.com](mailto:USPayrollExternal@chevron.com) or mail to Chevron Corporation, Payroll Operations, P.O. Box 6041, San Ramon, CA 94583. Keep a copy for your files.

# Authorization for Direct Deposit of Pay

## Start Direct Deposit

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- ☐ I authorize Chevron to initiate credits and the financial institution to credit my account with the amount of my net check for each payment and to initiate adjustments in my account to correct errors in such credits. This authority will remain in effect until Chevron receives a request from me to rescind it.

## Cancel Direct Deposit

Direct deposit payments assigned to the current bank routing and/or account number will be mailed to you in an *actual* check; payments **will no longer** be automatically delivered to your existing bank account.

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- ☐ Please cancel my previous authorization

## Change Direct Deposit

Direct deposits will go directly to your old account until your new bank routing and/or account number can be confirmed and is effective.

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- ☐ Please continue my previous authorization **and**:
- ☐ Change my bank routing and account number.
  - ☐ Change my account number only.

## Your Bank Information

Print Your Name:

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Employee Number:

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Print the name of the financial institution to which your payments are to be deposited:

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Your Bank ABA Routing Number:

☐ Checking

Your Account Number:

☐ Savings

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Signature:

Date:

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For Chevron Payroll Use Only	
Routing Number	Account Number