



Authorization for Direct Deposit of Pay for Active Employees (F-2)

Sign up or change your direct deposit

When you sign up for direct deposit, your paychecks are automatically deposited in your bank account on the date they are payable. You can sign up for direct deposit or make a change to your current bank information online on the Chevron intranet *or* by completing this form.

- Your funds will be in your bank account on the date your checks are payable.
- If you authorize direct deposit for your paychecks, you can choose a delivery method for your pay statements from the following options:
 - An email notification to your Chevron email address in a SmartBadge-encrypted message every pay period.
 - Display on the HR website via intranet only. This is the default option.
 - Receive a paper copy in the mail and display on the HR website via intranet only.
- You can review current and historical pay statements online.
- Your net pay will start to be deposited in your account on the subsequent payroll cycle after you enter your information online, or after Chevron receives your form and canceled 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.

How to sign up or make a change

Online

The fastest way to sign up or change an existing authorization is to go to the U.S. Human Resources website at hr.chevron.com/local-hr/us/default.aspx. Select **Paychecks** from the utility bar and then choose **Personal Profile**. You do not need to provide a canceled check if you enroll online, and you don't need to complete this form.

Complete this form

If you don't have access to the Chevron intranet, complete the form on the next page and include a canceled or voided check. Return the form and the canceled or voided check to **Chevron Corporation | Payroll Operations | P.O. Box 6041 | San Ramon, CA 94583-0741**. The fax number is 925-842-3442. The email is payroll@chevron.com. Keep a copy for your files.

How to view statements online

How to change statement delivery method

Go to the U.S. Human Resources website at hr.chevron.com/local-hr/us/default.aspx and select **Paychecks** from the utility bar. You can view current and historical pay statements online or change your delivery method to either encrypted email or paper mail.

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If you don't have access to the Chevron intranet, complete the form below and include a canceled or voided check. Return the form and the canceled or voided check to **Chevron Corporation | Payroll Operations | P.O. Box 6041 | San Ramon, CA 94583-0741**. Keep a copy for your files.

Start Direct Deposit

- 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 not** be automatically delivered to the existing bank account. An actual check will continue to be generated until the new bank routing and/or account number (if applicable) can be confirmed and is effective.

- Please cancel my previous authorization **and**:
- Change my bank routing and account number.
 - Change my account number only.
 - Do nothing. I am not starting a new 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.

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

Your Bank Information

Print Your Name:

Employee ID (from Workday):

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

Your Bank ABA Routing Number:

Checking

Your Account Number:

Savings

Signature:

Date:

For Chevron Payroll Use Only	
Routing Number	Account Number