Direct Deposit Authorization Form

❶ EMPLOYEE INFORMATION

Employee Name: _____ Employee Number: _____
(Required)

Phone Number: _____ E-mail: _____

❷ ACCOUNT INFORMATION

CHECK ONE	PRIMARY ACCOUNT INFORMATION
☐ **New** – Add primary account ☐ **Change** – Edit primary account ☐ **Cancel** – Delete primary account ☐ **No Change** NOTE: If New or Change are selected, complete Primary Account Information on right	Bank Name: _____ Bank Phone #: _____ Bank Address: _____ Account Type: ☐ Checking ☐ Savings Effective Date: _____ **Section A – US Employees Only**: Complete Routing and Account Number Below Routing Number: _____ Account Number: _____ (9 digits) **Section B – Canada Employees Only**: Complete Branch/Transit, Bank and Account Number Below Branch/Transit: _____ Bank: _____ Account Number: _____ (5 digits) (3 digits)

CHECK ONE	*Optional* – SECONDARY ACCOUNT INFORMATION – *Optional*
☐ **New** – Add secondary account ☐ **Change** – Edit secondary account ☐ **Cancel** – Delete secondary account ☐ **No Change** NOTE: If New or Change are selected, complete Secondary Account Information on right	Bank Name: _____ Bank Phone #: _____ Bank Address: _____ Account Type: ☐ Checking ☐ Savings Effective Date: _____ Amount: $_____ *Secondary Account must be a flat dollar amount* **Section A – US Employees Only**: Complete Routing and Account Number Below Routing Number: _____ Account Number: _____ (9 digits) **Section B – Canada Employees Only**: Complete Branch/Transit, Bank and Account Number Below Branch/Transit: _____ Bank: _____ Account Number: _____ (5 digits) (3 digits)

❸ EMPLOYEE AUTHORIZATION

I authorize The Dow Chemical Company, including all subsidiaries and affiliates, (hereinafter "TDCC") to deposit any amounts owed to me by initiating credit entries to my account at the financial institutions indicated above. I acknowledge responsibility for providing complete and accurate information on this authorization form. I further understand that it will be my responsibility to contact TDCC or make modifications via the online Self Service Portal with reasonable time to act prior to making any changes to my accounts, i.e., closing account, changing banks, etc. It is understood that this agreement may be modified by me at any time by written notification to TDCC or by my online modifications via Self Service.

Signature: _____ Date: _____

MAIL COMPLETED FORM TO:	OR	FAX:	QUESTIONS? Contact the HR Service Center
NA Payroll/Time & Absence PO Box 1729 Midland, MI 48641-9910		866-253-6490	800-344-0661, Option 3 (Retiree/Survivor) 877-623-8079, Option 1 (Active)

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT AUTHORIZATION FORM

NOTE: If you do not complete this form electronically, PLEASE be sure that you print ALL information clearly.

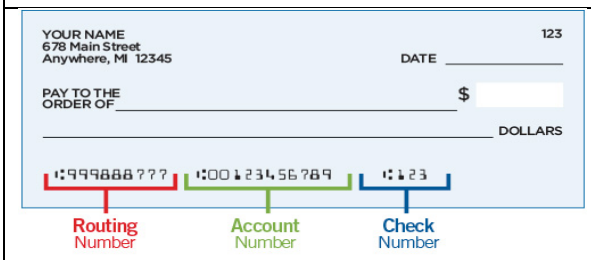
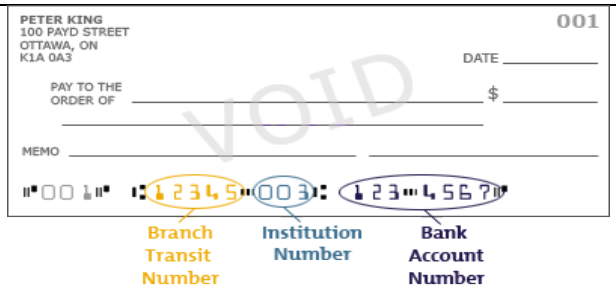
❶ EMPLOYEE INFORMATION

- Type or Print your name legibly (First, Middle Initial, Last)
- Enter your 6-digit employee number – REQUIRED
- Provide your best contact number including area code and a valid e-mail address in case you need to be reached for questions

❷ ACCOUNT INFORMATION

The primary account is used to designate where you want your net pay to be deposited after all deductions have been taken. The secondary account section is optional and is used to designate where you want a flat amount to be deposited. **NOTE:** The primary account is the net pay after the secondary account amount has been taken.

- Indicate the type of transaction you are requesting by selecting only one option (New, Change, Cancel, No Change); If New or Change are selected, complete the account information on the right
- Provide the name, phone number and complete address of your financial institution
- Account Type: IMPORTANT! Only Checking or Savings accounts are allowed. Please indicate whether this account is Checking or Savings; only choose one. If not selected, the default will be Checking.
- Effective Date is the date that you are making this request; please allow up to 10 business days for processing

Section A: ***US Employees Only***	**Section B:** ***Canada Employees Only***
In order to receive payments directly to your bank account, you'll need to provide your bank routing number and bank account number. For checking, you will find these numbers on the checks issued for your account. For savings, contact your financial institution for this information. The routing number, account number, and check number are located at the bottom edge of your check. Routing numbers are always 9 digits long. Account numbers may be up to 17 digits long. See check example below:	In order to receive payments directly to your bank account, you'll need to provide your branch transit number, financial institution number, and bank account number. For checking, you will find these numbers on the bottom edge of the cheques issued for your account. For savings, contact your financial institution for this information. Branch transit numbers are always 5 digits long and financial institution numbers are always 3 digits long. Account numbers may be up to 12 digits long. See cheque example below:
	

NOTE: Attaching a voided check is used for verification purposes only; therefore, doing so is optional. The accuracy of the account information provided will be the responsibility of the employee if not attached. Please verify all information with your financial institution(s) prior to submitting this form.

- The secondary account is optional; Complete this section if you are requesting a secondary account or would like to change/cancel an existing secondary account. Repeat the steps above to complete this section for your secondary account. **NOTE:** You must enter a specific dollar amount for the secondary account.

❸ EMPLOYEE AUTHORIZATION

- In order for this form to be valid, you MUST sign the form; The form cannot be processed without your authorizing signature
- Send completed form to NA Payroll/Time &Absence via mail or fax as indicated. If you choose to fax the form, please do not mail the original or a copy to NA Payroll/Time & Absence. If you have any questions, or need assistance, please contact the HR Service Center at 877-623-8079, Option 1 (Active) or 800-344-0661, Option 3 (Retiree/Survivor)