Direct Deposit Form V4.8.6

BP HR Services US Fax 1-847-554-1651
Fax for BP International Mobility: 281-366-7703
Form retention requirement: 90 days from effective date
For further information on direct deposit, go to www.directdeposit.org
Transit routing numbers should be verified at www.fededirectory.frb.org/search_ach.cfm

Please read: To enroll in or change direct deposit preferences, visit https://myhr.bp.com/mytoolbox then choose Update my personal details from the Actions menu in My toolbox. No further forms are necessary.

Alternately, if you are unable to access My toolbox, complete the form below and fax it to BP HR Services.

I authorize the deposit of my net earnings to the bank account(s) listed below (limit two accounts) in the flat amount or percentages specified. (If designated as a percentage, deposits will be made in whole percentages of pay to total 100%.) In addition, I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account listed below. This authority will remain in effect until I have cancelled it in writing.

Depending on the timing of when payroll is processed and when the transaction is entered, it is very likely that the first payment after submission of the form will still be in the form of a check.

Last four digits of SSN: _____ Employee Name: _____

Date: _____ Employee Signature (required): _____

Phone: _____ Email: _____

For Primary Financial Institution:

I authorize the deposit of my net earnings to: ☐ New ☐ Add ☐ Change ☐ Stop

Financial Institution Name: _____

Financial Institution Phone (optional): _____

Type of Account: ☐ Checking ☐ Savings Fixed Amount: $ _____ **OR** Percentage: ____%

Transit Routing Number (9 digits): _____ Account Number: _____

For Secondary Financial Institution:

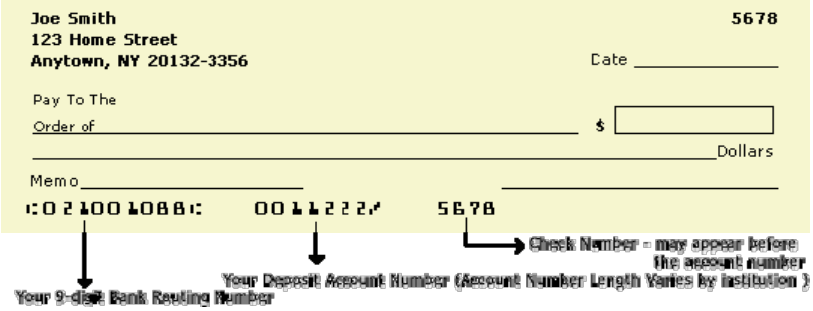
I authorize the deposit of my net earnings to: ☐ New ☐ Add ☐ Change ☐ Stop

Financial Institution Name: _____

Financial Institution Phone (optional): _____

Type of Account: ☐ Checking ☐ Savings Fixed Amount: $ _____ **OR** Percentage: _____%

Transit Routing Number (9 digits): _____ Account Number: _____



If entering information from a savings deposit slip, check to see if the routing/transit and account numbers match the numbers on your check (if applicable). Deposit slips may have different bank numbers. If your deposits are being made to a credit union account or accounts handled by investment companies, contact the entity holding the account and obtain routing and account numbers for direct deposit numbers.

Please fax this form to 1-847-554-1651. Do not email.