

# VIRGINIA INTERNATIONAL TERMINALS, LLC. AUTOMATIC PAYROLL DEPOSIT OR CHANGE FORM

*Please read instructions and complete all required information*

**Please Circle One**  
Changes should apply to:

- 1. VIT Only
- 2. HRCPII Only
- 3. VIT & HRCPII

<b>EMPLOYEE NAME</b> _____	<b>PORT NUMBER</b> _____
<b>EMPLOYEE SIGNATURE</b> _____	<b>DATE</b> _____
<b>CONTACT PHONE</b> _____	

1. Electing or Changing a Direct Deposit of your Net Pay you must complete the information in **(Box 1)**.
2. When changing Primary Bank Accounts for your Net Pay check the "\*Add" box and complete the information.  

**NOTE: By checking this box you understand and agree that this Net Pay Bank Account will supersede any previous Net Pay Account on file.**  
*All "Add" Net Pay Accounts must prenote which means you may receive a paper check up to three pays until the New Account is effective.*
3. Employees may also choose to deduct a specified amount from their Net Pay to be sent automatically to three other institutions **(\*Box 2, 3, 4)**  
*\*Please Note: If you elect this option, the amount will be deposited to those accounts first then the remainder of the paycheck will be deposited to the Primary Bank Account listed in (Box 1)*
4. Attach a voided check or a bank provided document showing your Name, Bank Routing Number, and Full Account Number.
5. **NOTE:** When changing your Net Pay Deposit account or any Deductions of your Net Pay, you must fully complete another form.
6. **SIGN AND RETURN COMPLETED FORM WITH DOCUMENTATION TO PAYROLL. We cannot process incomplete requests.**

<p><b>Box 1</b>     <b>Attach Voided Check or Bank Document</b></p> <p><b>Primary Bank Account - Net Pay Deposit</b></p> <p>Bank Name _____</p> <p>Bank Routing Number _____ <i>Nine Digit Bank Routing Number</i></p>	<p>Action:</p> <p><input type="checkbox"/> *Add     <input type="checkbox"/> No Change     <input type="checkbox"/> Cancel Account</p> <p>Type of Account:   <input type="checkbox"/> Checking     <input type="checkbox"/> Savings</p> <p>Account Number _____</p> <div style="background-color: #008000; color: white; text-align: center; padding: 2px; margin-top: 5px;"><b>*NET PAY DEPOSIT ONLY*</b></div>
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<p><b>* Box 2</b>     <b>Attach Voided Check or Bank Document</b></p> <p><b>Bank Account Information - Deduction #1 (Optional)</b></p> <p>Bank Name _____</p> <p>Bank Routing Number _____ <i>Nine Digit Bank Routing Number</i></p>	<p>Action:</p> <p><input type="checkbox"/> Add     <input type="checkbox"/> No Change     <input type="checkbox"/> Modify Amt.     <input type="checkbox"/> Cancel Acct.</p> <p>Type of Account:   <input type="checkbox"/> Checking     <input type="checkbox"/> Savings</p> <p>Account Number _____</p> <p>Deposit Amount     \$ _____ <i>Indicate Amount</i></p>
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<p><b>* Box 3</b>     <b>Attach Voided Check or Bank Document</b></p> <p><b>Bank Account Information - Deduction #2 (Optional)</b></p> <p>Bank Name _____</p> <p>Bank Routing Number _____ <i>Nine Digit Bank Routing Number</i></p>	<p>Action:</p> <p><input type="checkbox"/> Add     <input type="checkbox"/> No Change     <input type="checkbox"/> Modify Amt.     <input type="checkbox"/> Cancel Acct.</p> <p>Type of Account:   <input type="checkbox"/> Checking     <input type="checkbox"/> Savings</p> <p>Account Number _____</p> <p>Deposit Amount     \$ _____ <i>Indicate Amount</i></p>
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<p><b>* Box 4</b>     <b>Attach Voided Check or Bank Document</b></p> <p><b>Bank Account Information - Deduction #3 (Optional)</b></p> <p>Bank Name _____</p> <p>Bank Routing Number _____ <i>Nine Digit Bank Routing Number</i></p>	<p>Action:</p> <p><input type="checkbox"/> Add     <input type="checkbox"/> No Change     <input type="checkbox"/> Modify Amt.     <input type="checkbox"/> Cancel Acct.</p> <p>Type of Account:   <input type="checkbox"/> Checking     <input type="checkbox"/> Savings</p> <p>Account Number _____</p> <p>Deposit Amount     \$ _____ <i>Indicate Amount</i></p>
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