

# Pension Payroll Services

UT-Battelle on behalf of ORNL  
1 Bethel Valley Road MS 6438  
Oak Ridge, TN 37831-6438  
BIS-PensionPayroll@ornl.gov



## ELECTRONIC DEPOSIT AUTHORIZATION FORM

I hereby make the following requests and authorizations relating to my periodic benefit payments from the employee benefit plan described below: (1) I request and authorize you to initiate credit entries to my Account indicated below; (2) I request and authorize you to initiate debit entries and adjustments for any credit entries made in error to the Account; and (3) I request and authorize the Financial Institution named below to credit and/or debit any such entries to the Account.

*(Please print one character in each space allotted - abbreviate if necessary.)*

**1. NAME OF PARTICIPANT COMPANY**

Oak Ridge National Laboratory

If you receive multiple benefits from Northern Trust, do you want this change to be applied to all plans?  YES (All Plans)  NO  
If 'NO', enter only the valid plan names and plan numbers (if known) to which this change should be applied.

**2. PARTICIPANT NAME**

\_\_\_\_\_ (First Name) \_\_\_\_\_ (Last Name)

**3. SOCIAL SECURITY NUMBER** \_\_\_\_\_

**4. PARTICIPANT HOME ADDRESS**

ADDR 1 \_\_\_\_\_

ADDR 2 \_\_\_\_\_

ADDR 3 \_\_\_\_\_

ADDR 4 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**5. ACCOUNT TYPE**  US Checking  US Savings  Canadian Checking  Canadian Savings

**6. BANK ROUTING NUMBER** (contact your bank for this number) \_\_\_\_\_

**7. ACCOUNT NUMBER** \_\_\_\_\_

8.  **PLEASE CHECK HERE** if 100% of this deposit will be transferred to a non-U.S. bank from the U.S. bank account shown above.

I understand that you will verify the information provided above and, in the absence of a discrepancy or other unusual circumstance, will begin the direct deposit of my benefit payments within 30 days of your receipt of this form.

In the event of a discrepancy, I understand that I will be required to provide corrected information by completing a new form.

The authority granted by me on this form is to remain in full force and effect until you have received written notification of its termination in such time and in such manner as to afford you and my Financial Institution a reasonable opportunity to act on it.

I hereby discharge you from all liability whatsoever for any actions taken by you in accordance with the above request and authorization.

**PARTICIPANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Make a copy for your records!*

Please attach a voided check  
and mail this form to  
Pension Payroll Services