



Direct Deposit Authorization or Change

Instructions:

Use this form to authorize or make changes in direct deposit.

- A. Attach a voided check to your application. **Without the voided check request will not be processed.**
- B. If a Joint Account, both parties must sign the Authorization form.

Distribution:

- Copy: Original to the Payroll Department -- OJRP-13th Floor, Richmond or fax to Payroll at (888) 350-1412/ 8-536-8061
- Copy: Retain for your records.

Select one: New Change Cancel

I (we) hereby authorize Dominion Energy, hereinafter called Company to initiate credit to my (our) **checking** **savings** account indicated below and the depository name below, hereinafter called Depository, to credit the same to such account. I (we) also authorize the Company to draw drafts on my (our) account or to initiate debit entries on my (our) account, for the purpose of withdrawing money from my (our) account, but in order to adjust an error resulting from a terminated employee's deposit or credit entry has been made under this authorization in an amount that is not correct. The Depository will not be liable for honoring any draft, debit entry, or withdrawal initiated by the Company.

Depository/Bank Name	Branch Address
Bank Transit/ABA Number	Account Number

This authority is to remain in full force and effect until Company has received written notification from me of its termination or change in such time and in such manner as to afford Company reasonable opportunity to act on it. I understand that Company is not responsible for my financial institution's timeliness in crediting direct deposits.

Select one of the following: <input type="checkbox"/> B1 bi-weekly -- paid on Wednesday <input type="checkbox"/> B2 bi-weekly -- gas -- paid on Friday <input type="checkbox"/> B5 bi-weekly -- salaried -- paid on Friday <input type="checkbox"/> Monthly <input type="checkbox"/> W1 Weekly - paid every Friday	Employee Personnel Number (Required - Personnel number can be found on your paycheck stub)
Employee Name (Print)	Joint Accountholder Name (If Joint Account) (Print)