



## Direct Deposit Authorization

To have all or a portion of your paycheck deposited directly into your V.I.P. Account every pay period, please check to see whether your employer offers direct deposit. If so, just complete this form and give it to your company's payroll department with a voided V.I.P. check.

**IMPORTANT** ■ If you are an employee of the federal government receiving a federal payment, read the **NOTE: instructions on the reverse side. Do not complete this form.**

### 1 To be completed by employee

Name

Social Security Number

V.I.P. Brokerage Account Number

V.I.P. Checking Account Number (It has 10 digits and is found in the center of the bottom line on your V.I.P. checks).

Daytime Telephone Number

Employer's Name

Employee I.D. Number

Employer's Street Address

Employer's City  State  Zip Code

### 2 To be completed by employee

- Yes, I want V.I.P. Direct Deposit and I hereby authorize my employer, named above, to make periodic payments of the amount specified below to my V.I.P. Account indicated above.**
1. The amount to be invested into my V.I.P. Account from each salary payment should be as follows (please check one box only):  
 Total net pay **OR**  \$ \_\_\_\_\_ (\$100.00 minimum required).
  2. Total net pay is your net pay *after* all taxes and other deductions have been subtracted.
  3. If you indicated a partial payment (\$100.00 minimum), be sure to check with your employer to make sure that partial payments can be processed on your company's payroll system.
  4. **Give this completed form to your employer with a voided V.I.P. check**, making sure your V.I.P. Checking Account number is listed correctly on this form. Do not return this form to your Broker/Dealer, but **if you have any questions while completing the form, please call your local Broker/Dealer.**
  5. I understand that I may terminate this agreement by written notification to my employer. Any such notification will be effective only after the company has had reasonable time to act on it.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### 3 To be completed by employer (Please see important instructions on reverse side.)

Company Tax I.D. Number \_\_\_\_\_

Transit / Routing Number

ABA Check Digit

V.I.P. Checking Account Number

Please code as a checking account for ACH purposes. Complete remainder of the V.I.P. Checking Account number from above.

**Please see the other side for important instructions.  
Don't forget to attach a voided V.I.P. check.**

# Important Instructions for Direct Deposit Authorization

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## Instructions For Your Employer If You Are A Nongovernment Employee

Your employee has a V.I.P. Account with \_\_\_\_\_ (name of local Broker/Dealer). By properly executing Sections 1 and 2 on the reverse side of this form, your employee is authorizing you to establish a direct deposit payment into his/her V.I.P. Account. To establish the direct deposit payment, please follow these instructions.

1. If you have your own authorization form for employee sign-up purposes, please feel free to substitute that form in place of this one. Just be sure that *all the information* in Section 3 on the reverse side is included in your instructions to your payroll system. If you intend to use this as the authorization form, follow the instructions below.
2. Enter your Company Tax I.D. number in Section 3.
3. Write in your employee's V.I.P. Checking Account number where indicated. Note: Your employee has supplied his/her Checking Account number in Section 1. Please enter this number again in the space provided in Section 3.
4. When you process this form for your employee, the account should be coded as a *checking* account for ACH purposes.
5. After processing, this form should be retained in your payroll department to document your employee's authorization.

**Do not** return this authorization to the Broker/Dealer.

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## Instructions For Employees And Payees Of Federal Government Agencies

If you are an employee of the federal government or are receiving a federal payment requiring Standard Form 1199A, which may be obtained at your local social security office, please follow these special instructions.

1. Complete and return Standard Form 1199A to:  
PNC Bank  
Attention: Customer Service  
8800 Tinicum Blvd., 5th Floor  
Philadelphia, PA 19153
  2. For quicker service, you may call PNC directly at 800-772-1213. You must supply PNC with the following information:
    - Checking Account Number: 10 digits beginning with 690. (Found on bottom in center of V.I.P. check.)
    - Transit Routing Number: 03100005
    - ABA Check Digit: 3
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If you have questions while completing this form, please call your local Broker/Dealer.

Please complete the other side.