

# Valet Account Direct Deposit Authorization

You can have your pay deposited directly into your Valet account by completing this form and submitting it to your employer's Payroll Department. (Your employer may require you to use their own form but you can use this as a guide to provide the required information.)

I authorize and request my employer to automatically deposit any payroll amounts owed to me to my bank account listed below. I further authorize my employer to debit my account for the purpose of correcting an erroneous credit previously initiated to my account. I understand that my employer or I may terminate this agreement at any time by written notification. Any such notification will result in termination of direct deposit service as soon as is practicable.

<hr/> Employee Name	<hr/> Employer Name
<hr/> Social Security Number	<hr/> Address
<hr/> Office phone number	<hr/> City State Zip Code

Amount to be invested each pay period:

Deposit total net pay     Deposit \$\_\_\_\_\_ each pay period

**PNC BANK WILMINGTON, DE**

Bank Name

**031100157**

Transit Routing Number

**CHECKING**

Type of Account

Account Number (enter your 10 digit checking account number)

Employee Signature

Date

## Instructions for completing this document

Follow these steps to have your payroll deposited directly into your Valet Asset Management Account:

1. Complete all information in the spaces designated above.
  - Obtain the checking account number from your Valet checks. The bank name (PNC), transit routing number, and account type have already been provided for your convenience.
2. Give this form to your employer's Payroll Department for processing.
  - If your employer requires you to use their direct deposit form, simply transfer the information from this form. (You may be required to attach a voided Valet check with your application.)
3. If you are a recipient of Social Security or SSI benefits, you can obtain the appropriate direct deposit form from the Social Security web site at <http://www.ssa.gov/deposit/index.htm> or by calling Social Security at 1-800-772-1213.
4. Contact your investment representative if you require assistance.