

Direct Deposit Request Form

You may enroll in, change or modify your direct deposit account on-line at <http://home.ray.com/payroll>.

Click on MyInfo, then Direct Deposit.

If you enter Direct Deposit information via MyInfo it is not necessary to send a signed form to the Payroll Center.

This form may be used if you do not have access to Direct Deposit through the Raytheon Intranet.

Your name: (Required) Please Print _____

Daytime Phone number: () _____

Social Sec #: (Required) _____

Employee ID: (Required) _____

Important: If this form is incomplete it will be returned to you and the direct deposit of your paycheck will be delayed.

Very Important Please be sure your account number is legible. Incorrect Account Numbers could send your deposit to the wrong account.

| | |
|---|---|
| <input type="checkbox"/> New account | <input type="checkbox"/> Add additional account |
| <input type="checkbox"/> Change deposit amount | <input type="checkbox"/> Cancel Account |
| <input type="checkbox"/> Checking Account | <input type="checkbox"/> Savings Account |
| Bank Transit # (Required) Verify with Bank _____ | |
| Account number: (Required) Verify with Bank _____ | |
| Amount to be deposited: \$ _____ | or Bal of Pay <input type="checkbox"/> |
| Priority: _____ | 1 to 5 unless Bal of Pay which is always 999 |

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I hereby authorize Raytheon Co. to deposit payroll funds at the financial institution named above and I understand that Raytheon Co. may cause my account to be adjusted to the extent necessary to correct any over payment.

Employee Signature _____ Date _____
Form must be signed

Fax completed form to (972) 344-9050 or Mail to Raytheon

Direct Deposits
PO Box 660253
Dallas, TX 75266-0253

If you fax this form it is not necessary to also mail the form.

For your information:

Social Security Number is required.

The **Bank Transit number is required.** It is provided by your financial institution and is a 9-digit number beginning with 0, 1, 2 or 3.

Maximum Number of Accounts/Account Designation:

You may have up to 6 accounts receiving direct deposit. One account must always be designated the "balance of pay account"; additional account(s) must designate specific dollar amounts and be prioritized from 1 to 5.

Deadline - Wednesday.

Direct Deposit forms received after Wednesday noon of the week before you are paid, may not be posted in time for your pay period.

Canceling a Direct Deposit: Should you need to cancel your direct deposit, please notify the Payroll Center immediately. Simply fill out the form and check the cancel box. Your pay will continue to be deposited to the account(s) you have designated until we are notified of a change.

Checks & Direct Deposits - you cannot receive both a check and direct deposit.

Travel Reimbursement/Expense checks can be deposited to an account other than the account designated for your pay. Fill out the form and note *Travel Account*.

Questions: If you have questions regarding your direct deposit that your financial institution cannot answer, call the Payroll Center (877-291-9990)