



AUTHORIZATION FOR AUTOMATIC DEPOSITS

INSTRUCTIONS

- Clearly PRINT or TYPE all information. Use a pen if printing.
- Payroll Direct Deposits can take one of the following forms:
 - The balance of your paycheck in one account.
 - Stated dollar amount in one account, with the balance as a cashable check.
 - Stated dollar amount in one account, and the net balance deposited in another account.

NOTE: Only two partial deposits are allowed. Deposits to money market accounts cannot be accommodated.
- If more than one direct deposit account is required, complete an additional form for each account.
- You must attach a voided original check, or, a copy of your check (not a deposit slip) for each account requested. If you have a savings account, please have your financial institution complete the necessary account information.
- Return the completed form to PAYROLL, G310. A new direct deposit will take approximately four weeks from receipt in Payroll to become effective. If you are changing an existing direct deposit account, it will take approximately three weeks.
- Always review your paycheck for applicable changes. Direct deposit checks will indicate "Non-Negotiable" on the signature line. A cashable check will include an authorized signature.

Circle one: **TMA** **TMS** **TMS (REG/PDC)** **TFS** **TLS** **QPP** **CATD** **TCPR** **AIRFLITE** **TABC**

NAME _____ SSN _____ - _____ - _____

CHECKING / SAVINGS ACCOUNT INFORMATION

If this is replacing an existing deposit that you want stopped on your next paycheck, please initial here: _____
NOTE: For net deposits, this will result in CASHABLE CHECKS until the new deposit takes effect.

BANK NAME: **TOYOTA FEDERAL CREDIT UNION** **BANK PHONE NO.** (800) 230-3306

BANK ADDRESS: 19001 South Western Avenue, T206 **CITY:** Torrance, CA 90509-2718

BANK ROUTING NUMBER **322283178**

BANK ACCOUNT NUMBER _____

TYPE OF ACCOUNT _____ (i.e., checking or savings)

AMOUNT TO BE DEPOSITED _____ (Write "NET CHECK" for direct deposit of the balance of your paycheck)

NOTE: Accuracy of the above is the responsibility of the associate. Misdirected or returned funds will not be remitted to the associate until **Toyota** verifies return receipt of the original funds.

I authorize Toyota Motor Sales, U.S.A., Inc., ("TMS"), on behalf of the applicable Toyota entity to deposit payroll payments into the above-designated account via ACH electronic funds transfer. This authorization will remain in effect until a written authorization directing a change or cancellation is received and processed by TMS Payroll. Should an incorrect amount be deposited to this bank account in error, I authorize TMS, on behalf of the applicable Toyota entity, to withdraw the incorrect deposit from the account and to remit the corrected amount in its place. Should there be insufficient funds in the account to permit withdrawal of the incorrect deposited funds at the time that the error is discovered, I agree to promptly reimburse TMS, on behalf of the applicable Toyota entity, for any such overpayment. Further, I understand that I am responsible for reporting any misstatements in my paycheck or account within 30 days of the receipt of such funds.

Signed: _____ **Date:** _____