

**Direct Deposit Authorization Agreement For Automatic
Deposit of Net Pay to Financial Institutions**

DGS 038 4-04

DAL Global Services

A wholly owned subsidiary of Delta Air Lines, Inc.

For Active Personnel Only

Attach your voided check or deposit slip here.



Please complete the following information and return to Payroll, Attn.: Direct Deposit Coordinator, Dept 937, ATL (DGS) with a voided check from the checking account or deposit slip from savings account to which your net pay will be deposited.

Employee Name: _____ Employee Number: _____

Address: _____

Social Security Number: _____

1st Account

2nd Account

- New Authorization
- Change in Financial Institution and/or Account #
- Cancellation

- New Authorization
- Change in Financial Institution and/or Account #
- Cancellation

Financial Institution Information:

Financial Institution Information:

Name: _____

Name: _____

Address: _____

Address: _____

Account Number Type (select one):

- Checking (attach voided check)
- Savings (attach completed deposit slip)
 - 100% of net pay OR
 - \$ _____ per paycheck OR
 - Balance

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- Checking (attach voided check)
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I authorize DAL Global Services, Inc. and the financial institution named above to credit my account for direct deposit of net pay and, if necessary, to initiate debit or adjustment entries for credits made in error. I will not hold my bank liable for any erroneous deposits or adjustments by DAL Global Services, Inc., and I agree that the financial institution listed above may treat each deposit the same as it if were personally deposited by me. This authority will remain in effect until the Payroll Department receives in writing a cancellation or change request from me.

I have read and understand this agreement and the information on the bottom of this form.

Signature

Date

Important Information About Direct Deposit

- Direct Deposit is available to all U.S. employees after 30 days of continuous service.
- Direct deposit of net pay can be made to two (2) accounts.
- After receipt of your Direct Deposit Authorization Agreement, all information will be verified with your financial institution before any funds are actually transferred. This verification process can take two to four weeks before net pay is direct deposited. During this period, the way you have been receiving your net pay will not change.
- DAL Global Services, Inc. is responsible for transferring funds. Although your paycheck stub will reflect the amount of direct deposit, it is the employee's responsibility to verify with his/her financial institution that the net pay has been deposited.
- To change a Direct Deposit Authorization Agreement a new Agreement must be submitted to Payroll. Submission of a change form will require a new verification period. You will receive a check for net pay until this process is completed. When the change is in effect, your paycheck stub will reflect the amount of the direct deposit. It is the employee's responsibility to verify with the financial institution that the new authorization is in effect.
- To change a Direct Deposit Authorization Agreement, a new Agreement must be submitted to Payroll with the cancellation box checked. After processing the cancellation form, you will receive your net pay in a check.
- To obtain additional information, please call the following numbers:

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|--------------------|--------------|---------------|--------------|
| • Phyllis Crawford | 404-714-9394 | Barbara Bryce | 404-715-4303 |
| • Candance Thomas | 404-715-6310 | Payroll Fax | 404-773-3427 |