



**PACIFIC MARITIME ASSOCIATION
DIRECT DEPOSIT ENROLLMENT
AND AUTHORIZATION FORM**
(SEE REVERSE FOR INSTRUCTIONS)

SECTION 1

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL):	REGISTRATION/PAYROLL NUMBER:
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SECTION 2

You may enroll in up to three accounts. Deductions will be made in priority 1, 2, 3 respectively. Any remaining amount will be issued in a check if remaining net amount is not designated.

1. NEW CHANGE AMOUNT CANCEL EXISTING DIRECT DEPOSIT

Bank Name: _____ Bank Phone Number: (____) _____

Routing/Transit Number: _____ Account Number: _____

Checking Savings Amount of Deposit: \$ _____ or Entire Net Amount

2. NEW CHANGE AMOUNT CANCEL EXISTING DIRECT DEPOSIT

Bank Name: _____ Bank Phone Number: (____) _____

Routing/Transit Number: _____ Account Number: _____

Checking Savings Amount of Deposit: \$ _____ or Remaining Net Amount

3. NEW CHANGE AMOUNT CANCEL EXISTING DIRECT DEPOSIT

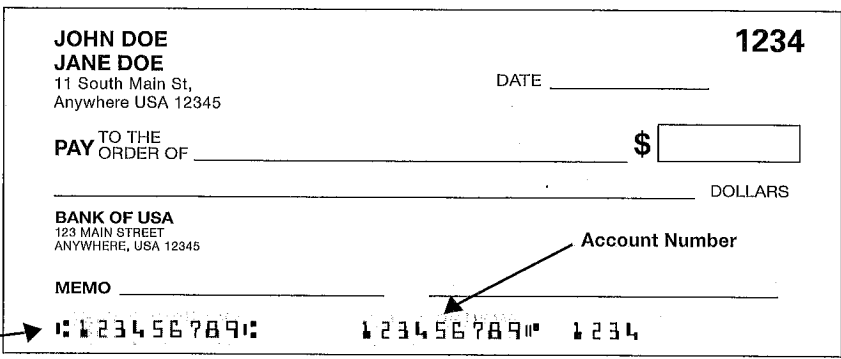
Bank Name: _____ Bank Phone Number: (____) _____

Routing/Transit Number: _____ Account Number: _____

Checking Savings Amount of Deposit: \$ _____ or Remaining Net Amount

SECTION 3 *PLEASE ATTACH A VOIDED PERSONAL CHECK FOR VERIFICATION*

Here is a sample check detailing where the information necessary to complete this form can be found:



SECTION 4

I hereby authorize all funds (including Vacation, Holiday, PGP) paid to me by Pacific Maritime Association to be deposited directly to the accounts identified above. In the event that any funds are erroneously deposited to any specified account, Pacific Maritime Association has the right to recover all erroneously deposited funds.

The agreement represented by this authorization remains in effect until canceled by the payee by written notice to PMA or by the death or legal incapacity of the payee.

Participant's Signature _____ **Date** _____

PMA offers the option of Direct Deposit of your weekly paychecks. To participate, your financial institution must accept Direct Deposit Transfers. Direct Deposits are limited by law to financial institutions that are banks, savings and loans, and credit unions. **You may participate in as many as three banking institutions.**

INSTRUCTIONS

- **New Enrollment** Complete Sections 1 & 2, attach your voided check, sign & date Section 4.
- **Cancellation Authorization** Complete Sections 1 & 2, sign and date Section 4.
- **Change Amounts** Complete Sections 1 & 2 only for the account you wish to change, sign & date Section 4.
- **Change Account Number or Financial Institution** Complete Sections 1 & 2, In Section 2 Box 1 check CANCEL, fill in old account information. Box 2 check NEW and fill in the new account information. Attach your voided check, sign & date Section 4.

After completing the form, retain the pink copy for your records and send the white copy to:

Pacific Maritime Association
Attn: Longshore Payroll Services
555 Market St., 3rd Floor
San Francisco, CA 94105

With Direct Deposit, your payroll check is sent electronically to your financial institution(s) and deposited in your accounts. **A Statement of Earnings and Deductions** will be mailed to the address currently on your payroll check. Funds are sent to your financial institution with a Thursday post date and will be transferred to your account no later than 6:00 am Friday.

Your Direct Deposit transaction(s) will be deposited to your account in approximately 1-2 weeks after receipt of your authorization form.

Your Direct Deposit will continue to be received by the existing financial institution(s) until you notify PMA in writing that you elect to change financial institution(s). To change your financial institution(s) you must complete a new authorization form. Failure to notify PMA of account or Financial Institution changes will result in a delay of your funds.

The agreement represented by this authorization form remains in effect until PMA receives written cancellation by the payee, death or legal incapacity of the payee. The agreement represented by this authorization form may be canceled by the financial institution by providing you with a 30 day written notice of the cancellation date. You must immediately notify PMA of the cancellation by your financial institution. Failure to notify PMA will result in a delay of your funds.

You must sign and date Section 4 of this authorization form for all Direct Deposit requests.