

**PAYROLL DIRECT DEPOSIT AUTHORIZATION & ONLINE WORKCENTER ENROLLMENT FORM**

I authorize L'Oreal USA and the indicated financial institution(s) below to deposit my net pay into my account(s) each pay period. I understand it is my responsibility to notify Payroll of any changes to my account(s). If monies to which I am not entitled are deposited to my account, I grant L'Oreal USA permission to instruct the bank to return said funds. This authorization is to remain in effect until written or electronic authorization is received by Payroll to change this service. I understand I must complete a new form to change the amount deposited to split accounts.

NAME: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

HR CONTACT: \_\_\_\_\_

**Section I - Direct Deposit Account Information**

Account Type:  CHECKING  SAVINGS  
Choose One:  NEW ACCOUNT  CHANGE

Please check appropriate box below:

A.  → Deposit 100% of my net pay into the instructed account listed below.

B.  → Deposit a portion of my net pay, \$ \_\_\_\_\_, into the instructed account listed below and the balance of my pay into the account listed in Section II.

C.  → Replace existing Checking Account # \_\_\_\_\_ or Savings Account # \_\_\_\_\_ with the new account listed below

BANK/CREDIT UNION NAME: L'Oreal USA FCU BANK PHONE #: 732 499 6679  
BANK ROUTING #: 221274932 ACCOUNT #: \_\_\_\_\_

**Section II - Direct Deposit Account Information (for 2nd account, if applicable)**

Account Type:  CHECKING  SAVINGS  
Choose One:  NEW ACCOUNT  CHANGE

Please check appropriate box below:

A.  → Deposit 100% of my net pay into the instructed account listed below.

B.  → Deposit a portion of my net pay, \$ \_\_\_\_\_, into the instructed account listed below and the balance of my net pay to the account listed in Section I.

C.  → Replace existing Checking Account # \_\_\_\_\_ or Savings Account # \_\_\_\_\_ with the new account listed below.

BANK/CREDIT UNION NAME: \_\_\_\_\_ BANK PHONE #: \_\_\_\_\_  
BANK ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

**Section III - Cancellation of Direct Deposit**

Please provide the account number(s) that you wish to cancel below.

Account # \_\_\_\_\_ Account # \_\_\_\_\_

**\*\*\*Online Payroll WorkCenter Enrollment\*\*\***

By participating in direct deposit, you become eligible to enroll in our online Payroll WorkCenter. The online Payroll WorkCenter is an easy to use, time saving tool that provides you with visibility to your pay statements and W-2 information 24 hours a day, 7 days a week. The online Payroll WorkCenter also contains self-service options that allow you to change your direct deposit and/or your tax elections as needed.

L'Oreal USA's commitment to employee work/life balance as well as our passion for environmentally friendly options support this convenient technology which can be securely accessed through our intranet or from your home at <http://workcenter.probusiness.com>

Please mark your pay statement election below.

- \_\_\_\_\_ Enroll me in the Payroll WorkCenter & turn off the printing of my pay statements, I prefer to access them electronically
- \_\_\_\_\_ I would like to enroll in the online Payroll WorkCenter but also have paper pay statements mailed to my home.
- \_\_\_\_\_ I do not want to access the Payroll WorkCenter or any of its features & want to receive a paper statement in the mail

EMPLOYEE'S AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

↑  
SIGN ↑

Credit Union  
fax 732-574-9148