This form is for changes to main bank elections only. Individuals have the option to divide their pay between up to four banks. Individuals who elect to maintain multiple accounts should do so by visiting the SAP ePayroll system to make the appropriate changes to their direct deposit information.

If you do not have access to the SAP ePayroll system or need help updating personal information, please reference the Employees tab > Retirees and Families Site on the Union Pacific website (www.up.com). Please ensure all personal information is up to date in the SAP ePayroll system before submitting this form. **Direct deposit updates will not be accepted if the address and telephone number below do not match your SAP record.**

All active employees must use the SAP ePayroll system to update their direct deposit information. No paper forms will be accepted.

MAIN BANK - DIRECT DEPOSIT AUTHORIZATION:

I authorize Union Pacific Railroad to deposit my entire net wage payments and reimbursements to the account listed below.
Please Print.

Name _____ ID _____

Telephone Number (_____) _____ Birth Date _____

Signature _____ Date _____

Address (Street, City, State, Zip) _____

FINANCIAL INSTITUTION INFORMATION:

1. Check with your financial institution and make sure they can receive NACHA deposits.
2. Provide financial institution detail.

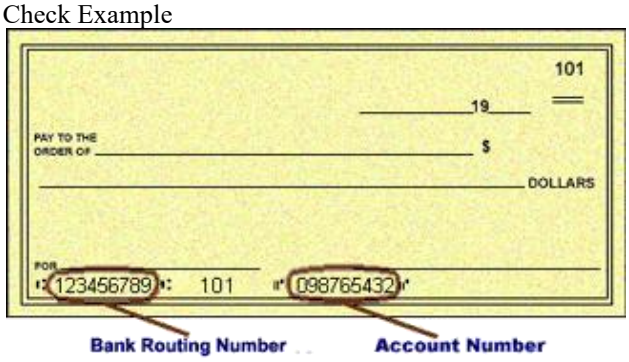
Financial Institution _____Telephone Number (_____)_____

3. Ask your financial institution to provide their "Transit Routing Number" and your "Account Number". Enter them in the boxes below. See the check example below for additional guidance.

Transit Routing Number: Account Type (*Select One*): ☐ Checking ☐ Savings Account

Account Number:

Check Example



- Do not include your check number with the account number. In this example, the check number (101) is before the account number. However, it can be located either before or after the account number.
- Your account number may be shorter than the number of slots provided. Do not add additional characters to fill up the number of slots.
- Routing numbers for savings accounts should be obtained from your bank.

SAP ePAYROLL:

With SAP ePayroll you can view your paystubs online, but you no longer receive them in the mail. You can also manage direct deposit elections, update W-4 withholdings, and view W-2s. You can learn more by visiting **retirees.www.uprr.com/sap**

Mail this completed form to:

Banking Operations
Union Pacific Railroad
1400 Douglas Street STOP 1810
Omaha, NE 68179-1810

Or fax completed form to:

1-402-233-2347

Or send via E-mail:

ubanking@up.com

For Questions, Call:

1-888-241-2764