<u>This form is for changes to main bank elections only</u>. Retirees have the option to divide their pay between up to four banks. Retirees 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 need to change your address or other information, please contact the HR Service center at 402-544-4000, Option 1. <u>DO NOT USE THIS FORM TO REQUEST CHANGES TO OTHER INFORMATION</u>.

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.

Employee Name _____Employee ID_____

Telephone Number (_____) _____Date_____

Signature_____

FINANCIAL INSTITUTION INFORMATION:

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

Financial Institution _____

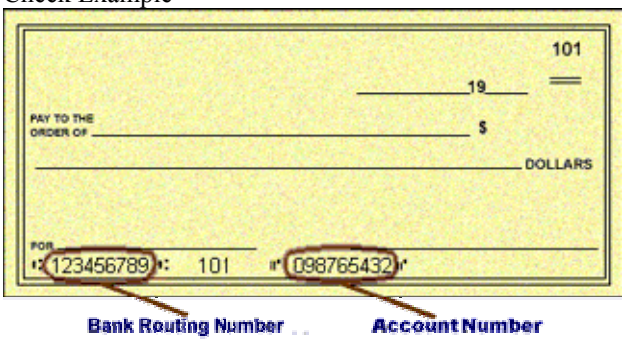
Telephone Number (_____) _____

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:	Or Fax Completed Form to:	Questions, Call:
Direct Deposit Desk Banking Operations Union Pacific Railroad 1400 Douglas Street STOP 1610 Omaha, NE 68179-1610	1-402-501-0029	1-888-241-2764