



PAYROLL DIRECT DEPOSIT AUTHORIZATION

Complete, print, sign and date this form.
Attach a voided personal check to the original form and mail to:
Kinder Morgan Payroll Department
1001 Louisiana Street – Attn: Payroll Dept.
Houston, TX 77002
EMAIL: Payroll@kindermorgan.com
FAX: 713-369-8903

Name: (please type or print) _____
Address: _____
City, State, Zip: _____
Employee Number: _____

☐ Please check here to
CANCEL all of your
current direct deposit
accounts.

1. Your payroll check may be deposited into 1, 2 or 3 financial institutions or into 1, 2 or 3 accounts within the same financial institution. **Complete first block only for deposit into one account.** Complete additional blocks for deposit into additional accounts. **(The percentage fields must equal 100% or one account may be designated as the Balance of Net Pay Account.)**
2. If Payroll finds it necessary, when an employee who is currently receiving payment via direct deposit switches banks or accounts, a paycheck will be mailed to the employee for one cycle and then the employee will resume payment via direct deposit to the new bank or accounts.

PRIMARY ACCOUNT

Type of Account: Checking ☐ Savings ☐

Deposit _____ % or ☐ Balance of Net Pay ☐ Full Amount

Amount of Net Pay Into:

Financial Institution: _____

City, State: _____

Routing Number: _____

Your Account Number: _____

SECOND ACCOUNT

Type of Account: Checking ☐ Savings ☐

Deposit _____ % or \$ _____

Amount of Net Pay Into:

Financial Institution: _____

City, State: _____

Routing Number: _____

Your Account Number: _____

THIRD ACCOUNT

Type of Account: Checking ☐ Savings ☐

Deposit _____ % or \$ _____

Amount of Net Pay Into:

Financial Institution: _____

City, State: _____

Routing Number: _____

Your Account Number: _____

I hereby authorize the Company to make automatic paycheck deposits by initiating credit entries to my account(s). I also authorize the Company to make correcting entries if necessary.

Signed _____

Date _____

Company, Location _____

Comments: _____