



**EMPLOYEE PAY SELECTION FORM**

I authorize LORÉAL USA to disburse my pay by direct deposit or ADP TotalPay Card and Money Network Check Service ("Service") according to the selection I chose below. If I don't make a selection within five (5) business days of employment by submitting a completed Employee Pay Selection Form, I agree that my pay will be disbursed using the Service; however, I understand that I can change my pay selection at any time in the future by submitting a new Employee Pay Selection Form (subject to the time it takes LORÉAL USA to implement the change). I authorize LORÉAL USA to share my name, address, date of birth, Social Security Number, and related personal information with the issuing bank and/or the Program Manager to facilitate payment of my wages using the Service, and as provided in the Terms and Conditions of the Service. 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: \_\_\_\_\_  
(PLEASE PRINT YOUR NAME LEGIBLY)

Work Location: \_\_\_\_\_ HR Contact: \_\_\_\_\_

Please select one of the following options for your payroll:

**OPTION 1 – Direct Deposit:** Please check this option to have your net pay directly deposited into your account(s) of choice. You must fill out all of the information requested below in order for your account(s) to be set up.

**OPTION 2 – ADP TOTALPAY CARD AND MONEY NETWORK CHECK SERVICE.** I select to use either of the following options:

**Money Network Check.** The Money Network Check ("Check") is a paycheck that I can easily complete on or after each payday morning wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners. There is no fee for using Money Network Checks.

**ADP TotalPay Visa Payroll Debit Card.** The ADP TotalPay Payroll Debit Card ("Card") provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday morning with the following features: (i) eliminates the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed; (ii) immediate, worldwide access wherever the Visa Card brand is accepted for ATM cash withdrawals, bank-branch withdrawals, and store purchases (including "cash back"); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone. I am automatically eligible for the Card and there is no application or approval process. There is no monthly service charge for the Card as long as I am employed by L'Oreal USA. Many Card transactions are free, but there are fees for other transactions, and Money Network Checks can be used to access funds free of charge. All of the transaction fees are listed in the Welcome Packet.

**MAIN ACCOUNT INFORMATION**

**New Account**  **Change Account** (replace existing account with new account listed below)

Financial Institution Name: \_\_\_\_\_

Transit/ABA No.: \_\_\_\_\_ (1<sup>st</sup> set of numbers at bottom of check)

Checking Acct#: \_\_\_\_\_ or Savings Acct#: \_\_\_\_\_

**SECONDARY ACCOUNT INFORMATION – IF APPLICABLE**

**New Account**  **Change Account** (replace existing account with new account listed below)  **Delete Account**

Financial Institution Name: L'Oreal USA Federal Credit Union

Transit/ABA No.: 221274932 (1<sup>st</sup> set of numbers at bottom of check)

Checking Acct#: \_\_\_\_\_ or Savings Acct#: \_\_\_\_\_

**Set Deposit Amount for this Account only \$** \_\_\_\_\_ (remaining net pay will be deposited in main account)

**\*\*ELECTRONIC PAY STATEMENT NOTICE\*\***

As an employee you are automatically enrolled 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 W2 information and allows you to change your direct deposit and/or tax elections as needed. This service can be accessed 24 hrs a day, 7 days a week at <https://workcenter.secure.probusiness.com>.

As part of L'OREAL USA's sustainability measures the preferred viewing method is electronic and your stubs will be turned off as part of our green initiative unless you place a check mark next to the statement below:

\_\_\_\_ I would like to have a paper pay statement mailed to me.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**FAX: 908-673-7887**