

Please check the appropriate Division:

Corp Blackhawk Denver Dominick's Eastern Genuardi's NorCal Phoenix Portland
Seattle Vons

ELECTRONIC DEPOSIT AUTHORIZATION FORM

I hereby authorize Safeway Inc. to initiate deposits (credits), and/or corrections to the previous credits to the financial institution(s) indicated. The financial institution is authorized to credit, and/or correct the amount to my account(s). This authority is to remain in full force and effect until either I revoke it by giving 10 days prior written notice to the company designated above, or in the case of payroll deposits, upon termination of my employment with such employer.

Print Name	Employee ID
Work Location	Work Phone Number

Employee's Signature _____

Date _____

Direct deposits are limited to ONE (1) account per financial institution.

1. Place the accounts in the order in which you would like the funds to be deposited. 100% of your paycheck must be deposited.
2. The Transit Routing Number is located on the bottom of the account check and is the first nine (9) digits reading from left to right. The Transit Routing Number is not found on the deposit slip.
3. Select a dollar amount **OR** a percentage for each account. Amounts will be deducted first followed by percentages. **Percentages must total 100. (See examples on following page)**

Section 1: To **START** a direct deposit, please complete the following:

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent

Section 2: To **CHANGE** a direct deposit from one financial institution to another, change a direct deposit account number, or change the amount of a direct deposit, please complete the following:

NOTE: Please be sure to cancel your previous account in Section 3 if changing financial institutions.

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent

Section 3: To **CANCEL** a direct deposit, please complete the following:

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent

Please allow at least two pay periods for all direct deposits to be initiated. During this time, you will receive a live paycheck.

**Please send this form via interoffice mail or fax to: Employee Service Center, # 4513, Deer Valley One
Phone: 1-888-255-2269 Fax: 1-623-869-6103**

Examples

1. You would like to deposit your entire paycheck into one account at one financial institution.

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent
My Bank	Checking	123456789	12345678		100%

2. You would like to deposit \$50.00 of your paycheck into a savings account and the balance to a checking account at another financial institution.

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent
My Bank	Savings	123456789	12345678	\$50.00	
USA Bank	Checking	987456123	87456123		100%

3. You would like to deposit \$50.00 of your paycheck into a savings account and the balance divided equally into 2 different accounts at separate financial institutions.

Financial Institution	Account Type (Checking or Savings)	Transit Routing Number	Account Number	Dollar Amount	Percent
My Bank	Savings	123456789	12345678	\$50.00	
USA Bank	Checking	987456123	87456123		50%
My Credit Union	Checking	555121212	21569874		50%