



## DIRECT DEPOSIT INFORMATION GUIDE

Direct Deposit, also known as Electronic Funds Transmission (EFT), is the fastest and safest way to receive your paycheck from PPL on behalf of your employer. Your payment can be deposited directly into your **checking account**, **savings account**, or to a **pay card** of your choice. To sign up, review the steps below and complete the Direct Deposit application.

### 1. Meet Direct Deposit Requirements

- Complete the Direct Deposit Application.**
- Agree to immediately notify PPL in writing if you change your bank, account number, account type, ABA routing number, or contact information.** You may need to submit a new Direct Deposit Application form. Failure to comply with this may result in delay of payment.

### 2. Submit Direct Deposit Application to PPL

Once you have completed the Direct Deposit application, you must gather and submit account verification documents to PPL. This differs depending on where you want your funds to go:

- **Checking account:** Submit a voided check or a letter from your bank that states the checking account number where your funds should be deposited.
- **Savings account:** Submit a letter from your bank that states your savings account number where your funds should be deposited.
- **Pay card/debit card:** Submit documentation from the pay card's enrollment process or the pay card's financial entity that verifies the account and the routing numbers.

**NOTE:** *If you choose this option, please note that PPL does **not** support any particular pay card/debit card financial institution and is **not** responsible for any fees established by the financial institution. PPL recommends you review all pertaining to your pay card prior to enrolling and activating it.*

### 3. Await confirmation from PPL

Your Direct Deposit account will become active after PPL verifies your account number with your bank or pay card. The whole process will take 1 to 2 **pay cycles** from the time we receive your completed and signed application. If there is a change in bank account information, your PPL payment account will be taken off Direct Deposit status until the new bank account information is verified. Verification may take a few weeks. You will receive paper checks in the interim period.

The Direct Deposit payment is sent on the check date (see Payroll Schedule) and should be in your bank account 24-48 hours afterwards. Please note that bank holidays may delay posting. After considering bank holidays, contact PPL if you don't receive your payment on time.

**That's it!** Once your Direct Deposit becomes active, you will receive a summary of your gross wages, tax withholding, etc. on a document called a "Remittance Advice" that is mailed to you. **Thank you for signing up – we hope you enjoy having faster access to your payments!**