Pacific Gas and Electric Company
Payroll Other Bank Direct Deposit Information

INTRODUCTION

The Payroll Direct Deposit program is available to all PG&E employees. To enroll in the program, first be sure you have a Direct Deposit Main Bank. If not you can create your Main Bank on this Portal site. Requesting a Main Bank Direct Deposit will result in the net of your earnings being deposited in the specified bank and account.

Once you have enrolled in a Main Bank Direct Deposit, you may also enroll in up to three additional or "Other Bank" Direct Deposits for specific amounts. These Direct Deposits must also be to accounts, at financial institutions, which bear your name.

PAYROLL DIRECT DEPOSIT INSTRUCTIONS

TO ADD AN OTHER BANK DIRECT DEPOSIT:

Select "Other Bank" as the Bank Details type and remember to:
1. check the button, "**New**"
2. indicate the priority of this direct deposit by entering the highest priority item first.
3. enter the date you want this deposit to start. The date must be after the most recent date that your payroll was processed. You will be prompted if the date you have chosen is not acceptable.
4. select either On-line or Printed Direct Deposit (makes no difference today)
5. complete the bank ABA number and your account number
6. check one account type - either checking, or savings (designate loan payment or other payments as savings).
7. double check to ensure that you have entered ALL the numbers correctly. This is **CRITICAL** to you; your money will be deposited in the bank and account that you have entered.
8. enter the amount you want deposited in this account each time you are paid.
9. read and check the box by the Declaration
10. click on the "**Save**" button
11. You may have to refresh your computer before the new Other Bank will show on the screen.

TO CHANGE THE ACCOUNT NUMBER OR AMOUNT OF AN EXISTING OTHER BANK DEPOSIT

Select "Other Bank" as the Bank Details type and remember to:
1. select the existing Other Bank deposit that you want to change.
2. click on the "**Change**" button.
3. enter the date you want this change to start. The date must be after the most recent date that your payroll was processed. You will be prompted if the date you have chosen is not acceptable.
4. check one account type – either checking, or savings (designate loan payment or other payments as savings).
5. complete the bank number and your account number
6. double check to ensure that you have entered ALL the numbers correctly. This is **CRITICAL** to you; your money will be deposited in the bank and account that you have entered.
7. enter the amount you want deposited in this account each time you are paid.
8. read and check the box by the Declaration
9. click on the "**Save**" button
10. You may have to refresh your computer before the new Other Bank will show on the screen.

TO STOP AN OTHER BANK DIRECT DEPOSIT

Select "Other Bank" as the Bank Details type and remember to:
1. select the existing Other Bank deposit that you want to cancel.
2. check the "**Delete**" button
3. in the space after the "**Delete on"** button, enter the date you want this deposit to stop. The date must be after the most recent date that your payroll was processed. You will be prompted if the date you have chosen is not acceptable.check the account type you wish to stop
4. read and check the box by the Declaration
5. click on the "**Save**" button
6. You may have to refresh your computer before the new Other Bank will show on the screen.

NOTE THAT USING THIS FORM WILL **NOT** CANCEL YOUR MAIN BANK DIRECT DEPOSIT REQUEST. Select the Main Bank option to stop your Main Bank Direct Deposit.