

DIRECT DEPOSIT

Program Description

Direct deposit allows Ford Motor Company to send your pay directly to your checking or savings account. The funds are generally made available to you on the day of issue and eliminate the need for a paper check.

Program Benefits

- Protects against lost checks.
- Payments are deposited into your account the day the check is issued whether you are at work or not.
- If payday falls on a bank holiday, your check is available on the business day before your scheduled pay date.
- Minimizes identity theft and protects you from fraud.
- Hourly employees enrolled in direct deposit can view and print current paycheck and those checks issued since the start of Your Pay website (eventually up to 15 months prior paystubs) via the Your Pay website
- Other payments you may receive, such as Christmas or performance bonuses, vacation payout, SUB, etc. will also be automatically direct deposited
- Note: Certain types of payments, such as final paychecks upon termination or lump-sum severance payments under a separation program are not direct deposited, even if you were previously enrolled in the direct deposit program.

Eligibility

All hourly employees are eligible to enroll in the direct deposit program. The payroll system allows enrollees to designate **only one account** where funds will be deposited. This account can be either a savings or checking account and affiliated with any financial institution. You can only choose one account, checking or savings; **your deposit cannot be split between the two.**

Enrolling in Direct Deposit

- Complete the direct deposit enrollment form on the Your Pay website and submit it to Comerica Bank at the address listed on the form. Comerica Bank only administers the program for Ford Motor Company; you may have your direct deposit account at any financial institution.
- Comerica Bank will perform a test run with no dollar amount to ensure that the account numbers are accurate.
- Payments are processed as an Automatic Clearing House (ACH) transaction.
- Your financial institution credits your account for the payment and the funds are immediately available. The transaction is reported on your monthly account statement.
- Ford Motor Company will provide you with an electronic copy of your paystub via Your Pay, My Paystub selection. This copy will include all deductions, taxes and the net amount to be direct deposited.
- Please allow one to two pay periods for your direct deposit account to be established.

Changing Direct Deposit Accounts

You will need to complete a new direct deposit enrollment form to make any changes, and submit the form to Comerica Bank at the address listed on the form. To avoid any delays in receiving your check, please be sure to mark the box on the enrollment form that allows your old account to continue until the new account is established.

****IMPORTANT** – if you cancel or close your existing account without prior notification to Comerica bank or before the new direct deposit account is established, it will cause delays in receiving your paycheck.

Ending Participation in Direct Deposit

You will need to complete only step 1 on the form and indicate CANCEL in the box and submit the form to Comerica Bank at the address listed on the form. Once your enrollment in direct deposit is cancelled, your paycheck will be issued as "live" or paper check and will be mailed to your current address of record.

Additional/Alternative Types of Paycheck Distributions/Deposits

In addition to enrolling in the direct deposit program, you may also elect to have monies deposited into a Ford Interest Advantage Account. For additional information regarding this program please use this link:

<http://www.fordcredit.com/interestadvantag/index.jhtml>

You may also elect to have monies deposited into an approved, participating credit union

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Contacts for Additional Information

- Comerica Bank, Direct Deposit 1-800-367-3194
- Ford Interest Advantage 1-800-580-4778
- For questions, contact the Payroll Help Desk by sending an email to hpay@ford.com