

Changing Your Payroll Deduction at Pitney Bowes, Inc.

Please follow these instructions to make a change to your existing payroll deduction (Direct Deposit):

1. Go to "our.pb.com" and click on "HR Self Service"
2. Click on "Pay Tools"
3. Click on "Manage Bank Details/Direct Deposit"
4. Click on the "Add an additional secondary bank" button to create a new payroll deduction.

Adjusting Current Payroll Deduction:

Click on the blue action button next to your current payroll deduction.

The screenshot shows a 'Bank Details' form with the following fields and callouts:

- Start Date ***: 12/16/2012. Callout: "Enter the date you want this change to begin. (The changed will take effect after 1-2 pay cycles)"
- Bank Account Number ***: 1234560. Callout: "Credit Union Account Number"
- Bank Type**: Other bank
- Payment currency**: United States Dollar
- Method of payment**: Payroll Direct Deposit
- Purpose**: [Empty field]
- Bank Country**: USA
- Savings or Checking**: Choose.. Callout: "Choose 'Savings' or 'Checking'"
- Bank Routing Number ***: 221174375. Callout: "Credit Union Routing Number"
- Deposit Amount**: 300.00. Callout: "Enter the new payroll deduction amount to be deposited into your Credit Union Account."
- Bank Name**: PITNEY BOWES EMPLOYEES FEDERAL CREDIT UNION
- Deposit Percent**: 0.00

Buttons: Back (orange), Next (blue), Print, Help, Cancel (top right). Progress: 1 Start, 3 Finish.

Click on [Next](#) when finished