

## Ford Interest Advantage (FIA) Ford Employee Payroll Deductions

### Payroll Deductions – Start/Change/Cancel

Ford Hourly and Salary Employees may activate/change/cancel payroll deductions for the Ford Interest Advantage by calling the **24-Hr IVR Access number 800-462-2614** and use the automated menu options. Employees must have an open and active Ford Interest Advantage to use the 24-Hr IVR Access number to process payroll deduction changes.

To activate or change or cancel your payroll deduction for the FIA, call 800-462-2614 and when prompted, you may speak your responses or use Touch Tone:

- For the Payroll Menu PRESS or SAY **3**
- PRESS or SAY your **FIA Number**
- PRESS or SAY the **Last four digits of the Primary SSN listed on the FIA**
- To Start or Change the PR Deduction - PRESS or SAY **4** (Follow Prompts)
- PRESS or SAY the **Employee FULL SSN**
- Employees Paid TWICE a Month – PRESS or SAY **1**
- Employees Paid ONCE a Month – PRESS or SAY **2**
- Employees Paid WEEKLY – PRESS or SAY **3**
- PRESS or SAY the Per Paycheck Deduction Amount -- Include both \$\$ and cents  
(Ex. 100.00 = \$100 per Paycheck Deduction)
- System will repeat the deduction amount entered and ask for CONFIRMATION
- PRESS **1** or SAY "YES" to submit your request; (PRESS **2** or SAY "NO" to cancel the request)
- New changes should be effective within two pay periods
- To CANCEL your Payroll deduction – PRESS or SAY **2, 3, 1** (Follow Prompts)

### Direct Deposit of Net Pay

Employees electing to Direct Deposit their entire paycheck into the Ford Interest Advantage Account must complete a **Payroll Services Direct Deposit of Pay – Form 1093**. The form is available on the FIA web site [www.ford.com/finance/investor-center/ford-interest-advantage](http://www.ford.com/finance/investor-center/ford-interest-advantage) under MY FORMS or [www.hronline.ford.com](http://www.hronline.ford.com) under HR Forms – Direct Deposit. The completed Direct Deposit of Pay Form should be sent to Comerica Bank for processing.