

## **^Ford Employee Payroll Deductions for Ford Interest Advantage (FIA)**

### **Payroll Deductions – Start/Change/Cancel**

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

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 **2**
- PRESS or SAY your **FIA #**
- PRESS or SAY the **Last 4# of the Primary SS#**
- To Start or Change the PR Deduction - PRESS or SAY **4** (Follow Prompts)
- PRESS or SAY the **Employee FULL SS#**
- 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 -- 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 confirm amount -- (PRESS **2** or SAY "NO" to correct the amount)  
(CONFIRM Changes or they will not take affect)
- New changes should be effective within one pay period
- To CANCEL your deduction – PRESS or SAY **2** for Payroll Menu, then **3** for Cancel (Follow Prompts)

### **Direct Deposit of Net Pay**

Employees electing to Direct Deposit their entire paycheck into the Ford Interest Advantage note must complete the **Payroll Services Direct Deposit of Pay – Form 1093**. The form is available on the FIA web site [www.fordcredit.com/interestadvantage](http://www.fordcredit.com/interestadvantage) under "MY FORMS" or at [www.hronline.ford.com](http://www.hronline.ford.com). The completed Direct Deposit of Pay Form should be mailed to Comerica Bank for processing.