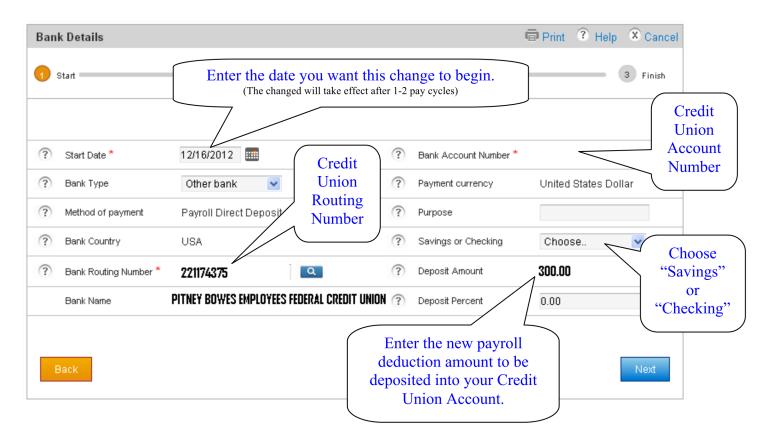
Changing Your Payroll Deduction at Pitney Bowes, Inc.

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"
- 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.



^{***}Click on Next when finished***