

Payroll & Accounts Payable Employee Direct Deposit / ACH Credit Authorization

| EOU ID Number | Last Name | | First Name | | | Middle Name |
|-----------------------|---|------|------------|-------|----------------|-------------|
| | | | | | | |
| Current Address New? | | City | | State | State Zip Code | |
| | | | | | | |
| | | | | | | |
| Primary Phone Number | Phone NumberEmail AddressImage: New?Employee Classification | | | | | |

| Primary Phone Number | Email Address UNew? | Employee Classification |
|----------------------|---------------------|---------------------------------|
| | | Unclassified Classified Student |
| | | Temporary Adjunct Other |

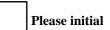
Instructions to Start or Stop Direct Deposit

| Please Note: If requesting more than one account for Payroll deposit transactions you must indicate which account your Accounts Payable | | | | | | | | | |
|---|----------------------------------|---|----------------------------|------------|--|--|--|--|--|
| Employment Related Expense Reimbursements and Travel Advances will be routed to OR Accounts Payable transactions will default to the | | | | | | | | | |
| financial institution that receives your "Balance of Net Pay". | | | | | | | | | |
| A voided check must be attached for each account (no deposit slips, please). | | | | | | | | | |
| | | | | □Activate | | | | | |
| | First Account | □Terminate | Second Account | □Terminate | | | | | |
| Select Deposit Type (one or both) | Payroll Accounts Payable | | Payroll Accounts Payable | | | | | | |
| Select Type of Account | Checking Savings | | Checking Savings | | | | | | |
| Indicate if your Account is | □Personal □Business | | □Personal □Business | | | | | | |
| Name of Financial Institution | | | | | | | | | |
| Routing Number | | | | | | | | | |
| Account Number | | | | | | | | | |
| Enter Deposit Amount | | | Fixed Amount \$ | | | | | | |
| (fixed amount used for Payroll only) | □Balance of Net Pay | \cap I | □Balance of Net Pay | | | | | | |
| International ACH Transaction The entire amount of my payment via direct deposit to a U.S. financial institution | | | | | | | | | |
| (IAT) Statement | | | | | | | | | |
| | \Box is not | | | | | | | | |
| You must check the appropriate box to complete this statement. | being transferred/forwarded to a | transferred/forwarded to a financial institution outside the U.S. | | | | | | | |

Employee Acknowledgement and Authorization

• I authorize Eastern Oregon University to initiate electronic credit entries for the purpose of Payroll transactions and Accounts Payable Employment Related Expense Reimbursements and Travel Advances and if necessary, make debit entries and adjustments to reverse any credit entries made to my account(s) in error.

• I understand that by enrolling in the EOU Direct Deposit Program I am authorizing EOU to furnish my Payroll Earnings and Deductions statements electronically through EOU which I will access through "WEBSTER".



• It is my responsibility to notify Accounts Payable at (541) 962-3664, if I believe there is a discrepancy between the amount deposited directly to my bank account and the amount of the invoice paid.

• I acknowledge that the origination of ACH transactions to my account must comply with the provisions of Oregon and U.S. law.

•I understand that this ACH authorization will remain in effect until I cancel it in writing with Payroll or Accounts Payable.

Employee Signature:

Date: mpioyee Signature:_____ For Office Use Only **GOAEMAL** & PEAEMPL Set-up _____ Date Delivered to AP _____ FTMVEND Set-up ____ ___ GXADIRD Set-up _ _____