

## Accounts Payable/Payroll

1 University Boulevard 541-962-3286  
La Grande, Oregon 97850



## Direct Deposit / ACH Credit Authorization

ID Number	Last Name	First Name	Middle Name

Current Address <input type="checkbox"/> New?	City	State	Zip Code

Primary Phone Number	Email Address <input type="checkbox"/> New?	Employee Classification
		<input type="checkbox"/> Unclassified <input type="checkbox"/> Classified <input type="checkbox"/> Student <input type="checkbox"/> Temporary <input type="checkbox"/> Adjunct <input type="checkbox"/> 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).**

	<b>First Account</b> <input type="checkbox"/> Activate <input type="checkbox"/> Terminate	<b>Second Account</b> <input type="checkbox"/> Activate <input type="checkbox"/> Terminate
<b>Select Deposit Type</b>	<input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Payable
<b>Select Type of Account</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>Indicate if your Account is</b>	<input type="checkbox"/> Personal <input type="checkbox"/> Business	<input type="checkbox"/> Personal <input type="checkbox"/> Business
<b>Name of Financial Institution</b>		
<b>Routing Number</b>		
<b>Account Number</b>		
<b>Enter Deposit Amount</b> (fixed amount used for Payroll only)	<input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Balance of Net Pay	<input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Balance of Net Pay
<b>International ACH Transaction (IAT) Statement</b>  <b>You must check the appropriate box to complete this statement.</b>	The <b>entire</b> amount of my payment via direct deposit to a U.S. financial institution <input type="checkbox"/> is <input type="checkbox"/> is not being transferred/forwarded to a financial institution <b>outside the U.S.</b>	

## 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".

Please initial

• 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.

<b>Employee Signature:</b>		<b>Date:</b>	
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