**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** **New?** | **City** | **State** | **Zip Code** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Primary Phone Number** | **Email Address** **New?** | **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).** | | | | |
|  | **First Account** | Activate  Terminate | **Second Account** | Activate  Terminate |
| **Select Deposit Type** | 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 used for Payroll only) | Fixed Amount $  Balance of Net Pay | | Fixed Amount $  Balance of Net Pay | |
| **International ACH Transaction**  **(IAT) Statement**  **You must check the appropriate box to complete this statement.** | The **entire** amount of my payment via direct deposit to a U.S. financial institution   **is**   **is not**  being 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

 **Please initial**

“WEBSTER”.

• 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.

**Employee Signature: Date:**

Updated 10/06/2010 - Payroll