



**AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSITS (ACH)
ACCOUNTS PAYABLE REIMBURSEMENTS**

PAYEE INFORMATION

NAME (please print): _____

BANNER ID (NOT SSN): _____

EOU E-MAIL ADDRESS: _____

I authorize Eastern Oregon University to initiate reimbursements with CREDIT ENTRIES ONLY into my bank account. 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 further acknowledge that this agreement will remain in effect until EOU has received written notification of its termination in such time and such manner as to afford EOU a reasonable opportunity to act on it.

SIGNATURE: _____ DATE: _____

Direct deposits are processed three times per week - Monday thru Friday

Confirmation of direct deposits will be forwarded to the email address listed above within 24-hours of processing. Please allow up to two (2) business days for funds to be deposited into your account.

PAYMENT OPTIONS

(CHOOSE OPTION 1 OR OPTION 2 AND TYPE OF ACCOUNT)

OPTION 1: Use current payroll account information on file

TYPE OF ACCOUNT: CHECKING SAVINGS

OPTION 2: New electronic deposit (voided check must be attached)

TYPE OF ACCOUNT: CHECKING SAVINGS

BANK NAME: _____

ACCOUNT NUMBER: _____ ROUTING NUMBER: _____

DEPOSIT INFORMATION

There have been some recent changes to the payment system rules for direct deposit. If the entire amount of any of your direct deposit payments will ultimately be deposited to a financial institution outside the U.S. please contact us at 541-962-3664, as an additional AIT form will need to be completed.

The entire amount of my direct deposit payments WILL ultimately be deposited to a financial institution outside the U.S.

The entire amount of my direct deposit payments WILL NOT be deposited to a financial institution outside the U.S.

FOR ACCOUNTS PAYABLE USE ONLY

Account Routing Number: _____ Account Number: _____

GXADIRD - Input date: _____ Entered by: _____

WD Address - Input date: _____ Entered by: _____