

Payroll & Accounts Payable

Employee Direct Deposit / ACH Credit Authorization

EOU 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).

	First Account <input type="checkbox"/> Activate <input type="checkbox"/> Terminate	Second Account <input type="checkbox"/> Activate <input type="checkbox"/> Terminate
Select Deposit Type (one or both)	<input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Payable
Select Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Indicate if your Account is	<input type="checkbox"/> Personal <input type="checkbox"/> Business	<input type="checkbox"/> Personal <input type="checkbox"/> Business
Name of Financial Institution		
Routing Number		
Account Number		
Enter Deposit Amount (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
International ACH Transaction (IAT) Statement You must check the appropriate box to complete this statement.	The entire amount of the ACH deposit IS NOT deposited to a financial institution outside the U.S. The entire amount of the ACH deposit IS ultimately deposited into 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 Mountie Hub.

☐ Please initial

• It is my responsibility to notify Payroll at payroll@eou.edu or Accounts Payable at ap@eou.edu, if I believe there is a discrepancy in the deposit amount.

• 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:** _____

For Office Use Only

PEAEMPL Set-up _____ Date Delivered to AP _____ FTMVEND Set-up _____ GOAEMAL & GXADIRD Set-up _____