



## Payroll Delivery Authorization

Send to the OSU Payroll Office by the 15<sup>th</sup> of the Month to be effective for Pay Issued that month

### ACH CREDIT AUTHORIZATION

Please print or type:

Name: \_\_\_\_\_, OSU ID#: \_\_\_\_\_  
Last First MI

I authorize Oregon State University to initiate electronic credit entries for the purpose of employee payment and if necessary, debit entries and adjustments for any credit entries in error to my account:

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

Checking account **OR** Savings account  
**A voided check MUST be attached.** **Official Verification of Bank account MUST be attached.**

Please send my Earnings Statement to the \_\_\_\_\_ Department.

**I prefer to access my Earnings Statement via InfOSU. Do not print an Earnings Statement.**

*(Check the box below if funds will be deposited directly or subsequently to a bank or financial agency outside the United States)*

I have instructions with my domestic bank to deposit these funds in their entirety to an international bank account outside the U.S.

#### How to Revoke or change your Authorization:

This authority will remain in effect until I change or cancel it in writing with Oregon State University or via Employee Self Service.

Discontinue my direct deposit. (Note: you must complete check delivery box below.)

**PAYROLL CHECK:** If you prefer not to use Direct deposit, complete this below. **Do not use this section if you have pay direct deposited!**

I do not have direct deposit. Please send my Check to the \_\_\_\_\_ Department.

I will pick up my check at the payroll window (Window #17, Kerr Administration Building).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 (Signature of Bank Account Authorized Signer)

## Here's how Direct Deposit works:

On Payday, your payment will be directly deposited into your account. The amount of the deposit appears on your earning statement as well as your banking statements. Direct Deposit is safe, easy and convenient. To take advantage of this service, complete the attached authorization form and return it to the **OSU Payroll Office** in Kerr Admin Bldg.

All new employees are asked to complete a Pay Delivery Authorization to advise the **Payroll Office** of their choice of pay delivery options. If a form is not submitted, your pay will be issued as a check, and will be available at the Payroll Window (window #17, Kerr Administration Building).

The authorization form, which is provided on the reverse, gives Oregon State University the authority to deposit your payment to your account. Simply complete the form in order to take advantage of Direct Deposit. All you need to do is:

- Fill in your name and OSU ID # at the top of the form.
- If you select Direct Deposit;
  - Mark checking or savings account to indicate the type of account you are depositing to. Attach a voided check for verification of Checking account or Official Bank Verification of a Savings account.
  - Please fill in a department for earning statement delivery, even if you elect to receive a printed earning statement; this information is needed for your first payment.
  - Note: Your first payment will be by check sent to the earning statement department you have chosen. (This is to meet State Treasury pre-noting requirements.)
- If your payment will be deposited to a bank account outside the United States, please check the box indicating so. If 100% of the funds are forwarded to a foreign bank account you will be required to complete an additional form detailing your foreign bank information and address.
- Fill in Today's Date and Sign the form. *NOTE: Be sure to sign the form! Unsigned forms will be held for correction and your pay will be issued by check, available at the Payroll window.*

## Direct Deposit helps you in many ways.

- It saves you trips to your financial institution.
- It saves you time depositing or cashing checks—no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster—reduces the possibility of overdrafts.
- Your pay is deposited into your account even when you're on vacation or otherwise away from the university.