

AUTHORIZATION FOR AUTOMATIC ACCOUNT DEPOSITS

INSTRUCTIONS

*** EMPLOYEE MUST PROVIDE A VOIDED CHECK TO HR ON FIRST DAY OF EMPLOYMENT**

* Indicate whether you wish to: Set up a new Direct Deposit account or Cancel the current Direct Deposit

EMPLOYEE IDENTIFICATION

Name	Home Phone Number
Email address	
Mailing address	

FINANCIAL INSTITUTION

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(this number matches the number in the upper right corner of the check—not needed for sign-up)

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

Primary Account * All Non Payroll reimbursements will be deposited into your primary account

Financial Institution Name	City	State	Dollar Amount or Net Amount
Routing / Transfer Number	Account Number		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Secondary Account

Financial Institution Name	City	State	Dollar Amount or Net Amount
Routing / Transfer Number	Account Number		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings

AUTHORIZATION

I authorize Oklahoma City University to deposit by electronic transfer payments owed to me and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Oklahoma City University shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Clearing House Association Rules and Regulations about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repeated.

Authorized Signature

Date
