



Business Affairs Office

Direct Deposit Authorization Payroll and Accounts Payable Reimbursements

Fill out this form and attach a **VOIDED CHECK** from your financial institution

I, _____, authorize Oregon Institute of Technology to initiate electronic credit entries for payroll and accounts payable* payments, and if necessary, debit entries and adjustments for any credit entries in error to my:

- Checking account _____ Savings account _____
- Business account (check this box if the checking or savings account is setup at your bank as a business or commercial account) _____
- Net Pay **or** Fixed amount _____

Financial Institution: _____

ACCOUNT ROUTING NUMBER _____

ACCOUNT NUMBER _____

INTERNATIONAL ACH DETERMINATION, Check one of the options below:

- The entire amount of my direct deposit payment **IS NOT** deposited to a financial institution outside the U.S.
- The entire amount of my direct deposit payment **IS** ultimately deposited to a financial institution outside the U.S.

Changes to your Direct Deposit Authorization:

In order to warrant that payments the State originates through the ACH network comply with all U.S. Laws, the State must rely upon the employee or organization to advise if this credit authorized by you is being sent to a Non U.S. Financial Institution explicitly for the purpose of this payment.

Please contact Oregon Tech's Payroll Office with any changes to your Direct Deposit Authorization Form.

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

Signature: _____ ID# _____

Phone number: _____ Date: _____

This authorization will remain in effect until cancelled in writing with Oregon Tech

How to Revoke your Authorization:

Please stop my direct deposit with _____
(Financial Institution)

Signature: _____ Date: _____

***A notification will be sent via Oregon Tech e-mail each time you have an accounts payable reimbursement. If you are not an Oregon Tech student or staff member please provide an e-mail address below.**

Notification e-mail address: _____