



**Employee Information**

First Name:

MI:

Last Name:

Email Address:

Phone Number:

Employee ID:

Social Security #:

Employee ID Lookup: [Click Here](#)

**\*\*Employee ID or Social Security Number required.\*\***

**Direct Deposit - see back of form for bank number and routing information**

Primary Account:

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

AP Reimbursement

Account #:

Checking

Savings

Routing #:

**\*\*Required - Select Checking or Savings\*\***

In the AP Reimbursement field, check to specify if this is the account where AP Reimbursement should be deposited. *Please note only 1 bank account can be selected.*

Set Account Amount(s):

You may have up to 5 additional accounts. If you have more than 3 accounts, please complete an additional form.

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

AP Reimbursement

Account #:

Checking

Savings

Routing #:

Dollar Amount:

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

AP Reimbursement

Account #:

Checking

Savings

Routing #:

Dollar Amount:

The information supplied here will replace any other Direct Deposit information that may already exist in the Payroll files.

I authorize the Treasurer of Ohio University to direct deposit all payments to me, from the University Payroll or Accounts Payable Office, into my account in the financial institution named above. This authorization will remain in effect until I submit a new form or forms changing this authorization.

**NOTE: If you are submitting this form via email, fax, or US Mail to make a change to your current Direct Deposit information, please note that University Human Resources will reach out to you to verify this request before processing any changes. Utilizing MPI (myhr.ohio.edu) or making these changes in person at University Human Resources result in faster processing.**

Employee Signature \_\_\_\_\_

Signature Required

Date \_\_\_\_\_

Return Completed form to the Employee Service Center:  
276 WUSOC, Athens, OH 45701 or fax to (740) 593-0386

