

DIRECT DEPOSIT AUTHORIZATION FORM

It is highly recommended that all faculty and staff make direct deposits into their checking and/or savings accounts for their net pay and payments issued by ORU Accounts Payable for travel and refunds via ACH processing. To add new account(s) or to enroll for the first time, complete the following form.

Funds for payroll will be available in your account on payday. Multiple payroll distributions are allowed. For more than two (2) accounts (limit of 4 accounts) fill out an additional form, using the space designated Bank #2.

All forms received after the payroll deadline will be processed the following pay period. If you have questions, please call Becki Beyer, Payroll Manager at 918-495-7551.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT – **BANK #1** (Remainder of **NET PAY**)

COMPANY NAME (select one): ☐ Oral Roberts University (ORU) or ☐ University Broadcasting Inc. (UBI)

BANK /FINANCIAL INSTITUTION NAME: _____

CITY: _____ STATE: _____

BANK ROUTING #: _____ ACCOUNT#: _____

This account is a (select one) ☐ Checking **OR** ☐ Savings

If you would like to deposit your paycheck into a secondary account please complete the following.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT TO: – **BANK #2**

Specific Dollar Amount: \$ _____ or Percentage of Net Pay: % _____

BANK/FINANCIAL INSTITUTION NAME: _____

CITY: _____ STATE: _____

BANK ROUTING#: _____ ACCOUNT#: _____

This account is a (select one) ☐ Checking **OR** ☐ Savings

I HEREBY AUTHORIZE MY EMPLOYER, THE COMPANY NAMED ABOVE, TO DEPOSIT MY NET PAY AND/OR ORU ACCOUNTS PAYABLE TO MY ACCOUNT IN THE BANK DESIGNATED ON THIS FORM. I AUTHORIZE THE BANK TO ACCEPT AND TO CREDIT THE AMOUNT OF THAT ENTRY TO MY ACCOUNT.

PRINT EMPLOYEE NAME: _____ Z # _____

DATE: _____ SIGNATURE: _____