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|-------------------------------|------------|
| Safe | Dependable |
| Payroll Direct Deposit | |
| Easy | Fast |

To enroll, complete the boxes below and attach supporting documentation:

-  If enrolling with a checking account, attach a voided check.
-  If enrolling with a savings account, attach a savings account deposit slip.

For either option above, an official document from your financial institution is an acceptable substitution.

Please be advised that any new or changed account information will require the next pay to prenote. This means that the first pay after Payroll receives this form will be a live check mailed to your home address.

I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly into my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, my employer can not issue the funds to me until the funds are returned to my employer by my financial institution. I attest that the full amount of my direct deposit is not being forwarded to a bank in another country* and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Signature _____ Date _____

*This testament is being made as required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense.

Please check which box below is applicable:

- This is a NEW ENROLLMENT
- This is IN ADDITION to my current deposit information
- Cancel my enrollment
- This is TO REPLACE my current deposit information

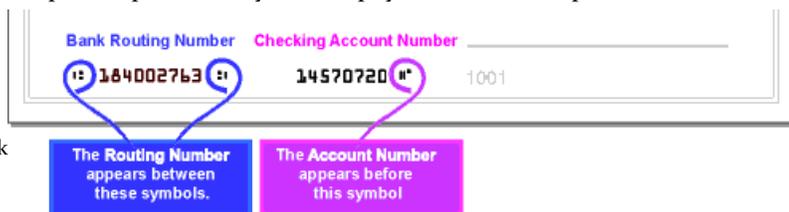
| | | | |
|--------------------------|--|-----------------------------------|----------------------------------|
| | Deposit \$ _____ (*specify \$ amount OR write FULL PAY) into: | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
| Account 1 required | Routing Number _____ <i>see example below</i> <i>9-digit number</i> | Account # _____ | |

| | | | |
|--------------------------|--|-----------------------------------|----------------------------------|
| | Deposit \$ _____ (*specify \$ amount OR remainder of pay) into: | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
| Account 2 optional | Routing Number _____ <i>see example below</i> <i>9-digit number</i> | Account # _____ | |

| | | | |
|--------------------------|--|-----------------------------------|----------------------------------|
| | Deposit \$ _____ (*specify \$ amount OR remainder of pay) into: | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
| Account 3 optional | Routing Number _____ <i>see example below</i> <i>9-digit number</i> | Account # _____ | |

*Sorry, we cannot deposit a percent of your net pay, nor can we deposit to a loan.

Example of common routing and account numbers found at the bottom of a check or deposit slip:



Questions? Call Payroll at (740)366-9140 or (740)364-9504

Upon completion, submit form to Payroll in Founders Hall room 107 or fax form to (740) 364-9675