



FOR LEARNING. FOR FAITH. FOR LIFE.

DIRECT DEPOSIT AUTHORIZATION (Form HR-8)

Ohio Valley University is pleased to be able to offer all employees direct deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday. You do not need to change your present banking relationship to take advantage of this service. You also have the option of depositing your funds into multiple accounts. Direct deposit may help you in many ways:

- It saves trips to your financial institution.
- It saves time in depositing checks.
- It eliminates the possibility of lost, stolen, or forged checks.
- Your money is deposited faster, which reduces the possibility of overdrafts.
- It means that you get your money deposited to your account even if you are on vacation, or if you are away from the office as a result of business or illness.

On payday, you will either receive an earnings statement or it will be available on ADP showing gross salary, taxes, other deductions, and also your net pay. Your money already will have been deposited in your account. The amount of the deposit will also appear on your bank statement.

We believe that you will like the added convenience of having your net pay automatically deposited for you. Direct deposit is safe, convenient, and it is also very easy. To take advantage of this service, please complete the attached authorization form and return it to the payroll office.

This Direct Deposit Authorization Form gives Ohio Valley University and your financial institution authority to deposit your pay into your account. Simply complete this form and attach a copy of a deposit ticket in order to take advantage of direct deposit. If you have questions, please visit the OVU payroll office or your financial institution. This agreement will remain in effect until you cancel it via written notice or until your employment at Ohio Valley University ends.

Employee Name (Please Print)

Name of Financial Institution

Bank Routing Number

Employee Bank Acct. #

Branch (If applicable)

City State

Deposit to Checking or Savings

Signature & Date

Ohio Valley University will only use this information to deposit your employee paycheck into the appropriate account. This information will not be given out to anyone, and will not be used for any other purposes. This information will be kept strictly confidential.