



# Direct Deposit

**Direct Deposit – The Safe, Fast, Easy Way To Be Paid! For Ohio State Faculty, Staff, and Student Employees.**

Direct deposit is the process whereby the university deposits your pay directly into the savings or checking account of your choice.

- Direct deposit is *safe* because your pay is automatically deposited into your bank account—no more worrying about lost or stolen checks.
- Direct deposit is *fast* because no matter if you are out sick or on vacation, your check is still deposited into your account. No more standing in long bank lines or waiting for your check to clear.
- Direct deposit is *easy* because your pay is deposited into your checking or savings account on time, correctly, and confidentially.

**Enroll in Direct Deposit Today**

Fill out the direct deposit form below today and return it to the Payroll Department, or call (614) 292-2311 for more information. The following diagram shows you where to find the routing and account numbers on your check or deposit slip:



▼ **Attach a voided check or deposit slip to this form** ▼

**Direct Deposit Authorization Form—The Ohio State University**

**Pay Frequency:**      Biweekly      Monthly

|   |                          |                        |
|---|--------------------------|------------------------|
| Employee Name (Last, First, Middle Initial) | OSU ID number (required) | Social Security Number |
|---|--------------------------|------------------------|

Please allow six to eight weeks processing time before your pay can be deposited. **Return form and deposit slip or voided check to Payroll Services, 2nd Floor Lobby, Blankenship Hall, 901 Woody Hayes Dr., Columbus, OH , 43210-4016.**

|                                      |      |       |     |
|--------------------------------------|------|-------|-----|
| Financial institution where you bank | City | State | Zip |
|--------------------------------------|------|-------|-----|

I hereby authorize The Ohio State University to deposit my payroll check in my checking or savings account as indicated. **Attach a copy of your voided check or savings deposit slip** to verify the account number indicated below:

**Transit/Routing Number**

**Account Number**

**Account Type:**      Savings      Checking

I hereby terminate my authorization for The Ohio State University to deposit my payroll check in my checking or savings account.

By signing below, I authorize Payroll Services to direct my financial institution to return to The Ohio State University any deposits made in error to my account within 5 business days of the deposit. I further acknowledge that if a withdrawal is made from my account for this reason I will receive written notification within 10 business days of the withdrawal. This authorization will remain in effect throughout the duration of my use of the direct deposit program.

|                    |      |              |                |
|--------------------|------|--------------|----------------|
| Employee Signature | Date | Campus Phone | E-Mail address |
|--------------------|------|--------------|----------------|