

## DIRECT DEPOSIT ENROLLMENT FORM FIXED AMOUNT

**ATTENTION:** OHSU Payroll Policy requires a mandatory one pay period bank verification cycle for new Direct Deposit accounts. You will receive a PHYSICAL CHECK until your account information is verified.

NOTE: This form is to start, stop or change a direct deposit of a FIXED DOLLAR AMOUNT only of your check. Percentage requests are not processed.

New:	Checking      Savings	
Cancel:	Bank	
Change to:		
Bi-Weekly amount	Account #	Change Bi-Weekly to:
	Routing/Transit/ABA #	

New:	Checking      Savings	
Cancel:	Bank	
Change to:		
Bi-Weekly amount	Account #	Change Bi-Weekly to:
	Routing/Transit/ABA #	

**Please TAPE, do not staple.**

**Please attach voided check(s) here for Checking account(s).**

**Please attach deposit slip(s) here for Savings account(s).**

I agree that if an amount is deposited to my account in excess of my due wages as the result of an error, I will pay this excess to OHSU. If my direct deposit is active then I allow payroll to retrieve the funds from my account if it is within 5 days of payday. I further agree that I shall be responsible for monitoring the above account(s) to ensure that deposits are made to the correct account(s) in the correct amount, and I will immediately report any discrepancies to the OHSU Payroll Office. I will notify OHSU Payroll before I close my account(s). If I fail to do so, I acknowledge that this could delay the receipt of my check by 5 business days from the time of the notification.

**NOTE:** Please complete entire box below to avoid delay or stop in the processing of your direct deposit.  
To ensure confidentiality forms are not returned for correction without an ID or SSI#.

Name (Please Print)	Signature	ID# or SSI#	Date
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Send this completed form with attached checks and/or deposit slips to: OHSU Payroll Office, AD225 or Fax a copy to (503) 494-4973 and keep the original for your records. This form must be received in our office by 9:00 AM the Friday preceding a regularly scheduled payday to be effective. Please contact Payroll at 494-8103 if you have any questions.