



AUTOMATIC DEPOSIT AUTHORIZATION INSTRUCTIONS

Do not fill out or submit this form for change of Address or Name change.

1. Social Security Number Enter employee social security number.
2. Name Type or print employee name exactly as it appears on your account.
3. Type of Account Indicate whether your account is a checking or savings account or paycard. If paycard is selected see number 9.
4. Financial Institution Name Enter the name of the bank, savings and loan or credit union where your account is held, i.e.: Bank-One.
5. Financial Institution, City, State Enter the city and state of your financial institution.
6. Employing Agency Enter the name of the state agency you work for.
7. Signature and Date Sign and date the request form. **NOTE-A** request form cannot be processed without your signature as authorization.
8. Voided Check For deposit to a checking account, attach to this request a VOIDED check from the financial institution of your choice so that we can use the information to make a proper deposit. For a deposit to a savings account, provide a document from your financial institution showing the financial institution's routing number and your account number. **NOTE-A** request form cannot be processed without this information. Thank you.
9. Paycard If paycard is selected, place the following information in the Financial Institution box: First Financial Bank ABA 084 003 997

WHAT HAPPENS NEXT

When your payroll, spending, and/or travel reimbursement is included in the Direct Deposit system, or the Paycard you will receive a Notice of Deposit instead of a warrant. The pay stub will not change, you will continue to receive a record of your earnings.

If you should have any problems, follow the procedures listed below:

1. Call your bank and ask for Commercial Direct Deposit Assistance. Advise them that you are on direct deposit through "ACH" (Automated Clearing House). If you still have problems, ask to speak to an Officer of the Bank, a Teller Supervisor or a Customer Service Representative. Write down the names of the people you talk to and the phone number you called.
2. For Payroll Deposits
If you are not satisfied with the results for pay warrants, contact the payroll office of your employer, Direct Deposit Unit. You must have completed Step 1 before calling the Direct Deposit Unit. We will need the Phone Numbers and Names of the people you talked with at your bank.
3. For Travel Deposits
If you are not satisfied with the results for travel warrants, contact your agency representative(s) who processes your travel claims.
4. For Spending Account Deposits
If you are not satisfied with the results for spending account warrants, contact Spending Accounts Administration at the Employees Benefit Council (405) 232-1190.
5. For Paycard Deposits
Contact MoneyNetwork Customer Service – 1-800-913-0900 or www.moneynetwork.com. Then follow the procedures in Step 1.