



### Direct Deposit Authorization

(Campus mail to Payroll or Student Loans: US Mail to University of Oregon Business Affairs PO Box 3237 Eugene, OR 97403-0237)
(Please do not email private banking information)

Start Stop Reactivate Change

UO ID: Name: Last First Middle

Phone: UO Email: UO email address

Check One: Payroll Only A/P Only Both
Name of Bank or Credit Union Account Number Checking Savings

Note: We are unable to offer the option of investment banks, money market accounts or foreign banks for direct deposit.

Optional Distributions for Payroll Deposits: Table with columns for Fixed Amount, Name of Bank or Credit Union, Account Number, and account type checkboxes.

I authorize the University of Oregon to make the payments indicated above via direct deposit to my account(s) in the financial institution(s) named. I authorize the financial institution(s) to accept any credit entries to the above account(s) initiated by the University of Oregon.

I understand that three weeks may pass before this authorization takes effect. I understand that the University needs up to three business days to make the transfer to my account(s) after funds become available.

I understand that this authorization will override any previous authorization and will remain in effect until a) revoked by my written request; or b) six months after the termination of my last appointment at the University; or c) six months after my last student registration.

I would like to select the "paperless" option and view my earning statement each month on DuckWeb.

Due to changes in the payment system rules for direct deposit, we must ask you to check the appropriate box below:
The entire amount of my direct deposit payment IS ultimately deposited to a financial institution outside the U.S.
The entire amount of my direct deposit payment IS NOT deposited to a financial institution outside the U.S.

Note: If the destination of your direct deposit payment changes, please login to DuckWeb and update your direct deposit record.

Signature Date

Attach voided check(s) for checking accounts and/or deposit slip(s) for savings accounts here.
Deposit or ATM receipts are not acceptable.

For questions please call Payroll (541) 346-3151.