

Direct Deposit -

the safe, fast, easy way to be paid!

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.

**For Ohio State
faculty, staff, and
student employees**

<http://hr.osu.edu>

Enroll in Direct Deposit Today

Fill out the direct deposit form below today and return it to the Office of Human Resources Payroll Department, or call (614) 292-1050 for more information. The following 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

your full name _____ Your SS Number _____ 10 digit OSU ID _____ Bi-weekly Monthly
Employee Name (Last, first, middle initial) Social Security Number OSU ID number (required) Pay Frequency

Please allow six to eight weeks processing time as your account information must be verified with your financial institution before your pay can be deposited. **Return form and deposit slip or voided check** to the Office of Human Resources, Third Floor Archer House, 2130 Neil Avenue.

Your Bank Information

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.

Your local phone number _____

Employee Signature _____ Date _____ Campus Phone _____ E-mail address _____