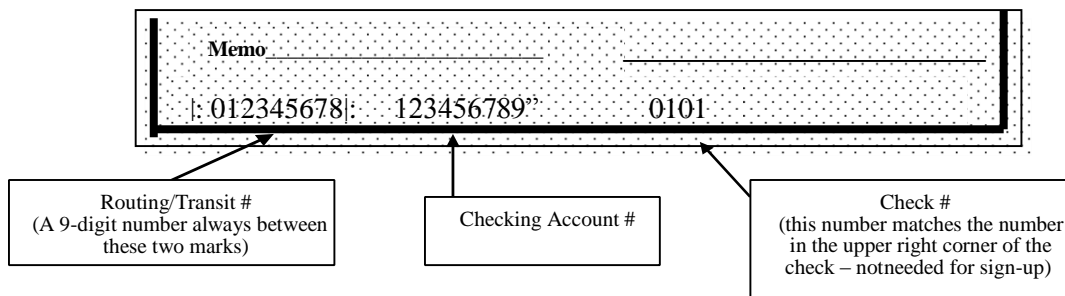


Oklahoma Baptist University

Employee Direct Deposit Agreement Form

To enroll in Direct Deposit, simply complete this form and give to the payroll department. Attach a voided check for each checking account - **not a deposit slip**. If depositing to a savings account, ask your bank to provide the Routing and Account Number documentation for your account - **not a deposit slip**. Routing numbers aren't always the same as the number on a deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.



IMPORTANT! Please read before completing and submitting

I hereby authorize Oklahoma Baptist University (OBU) to initiate automatic deposits to my account at the financial institution indicated below. I also authorize OBU to make withdrawals from this account in the event that a credit entry is made in error. Furthermore, I agree not to hold OBU responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until OBU receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form.

Printed Employee Name: _____ Last 4 #'s of Social Security #: _____

Employee Signature: _____ OBU ID# _____ Date: _____

Account Information

Start Stop Change

1. Bank or Credit Union Name/City/State: _____

Routing Transit #: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or Net Amount

Start Stop Change

2. Bank or Credit Union Name/City/State: _____

Routing Transit #: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or Net Amount

Start Stop Change

3. Bank or Credit Union Name/City/State: _____

Routing Transit #: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or Net Amount