



### 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)
(Travel, reimbursements, grant advances, non-athletic stipends)

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 5 columns: Fixed Amount, Name of Bank or Credit Union, Account Number, Checking, Savings. Contains 3 rows of input fields.

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 it is my responsibility to verify that payments have been credited to my account(s) and that the University of Oregon assumes no liability for overdrafts for any reason.

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.

Will this money ultimately be routed to a foreign bank account?

Yes, this deposit will ultimately be routed to a bank outside the US (not common).

No, this deposit is going only to the bank I already designated above.

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) or document(s) from your bank that provide routing and account numbers.
Deposit slips and ATM receipts are NOT acceptable.

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