



Direct Deposit Authorization

(Campus mail to Payroll or Student Loans or
US Mail to University of Oregon Business Affairs PO Box 3237 Eugene, OR 97403-0237)

Start Stop Reactivate Change

UO ID: _____ Name: _____
Last First Middle

Phone: _____ Email: _____
(Use your DuckWeb 'preferred' email address. If your email contact information changes, please update it on DuckWeb.)

Check One: **Payroll Only** **A/P Only** **Both**
(financial aid, reimbursements, grant advances, non-athletic stipends)

_____ _____ **Checking** **Savings**
Name of Bank or Credit Union Account Number

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:				
Fixed Amount	Name of Bank or Credit Union	Account Number		
\$ _____	_____	_____	Checking	Savings
\$ _____	_____	_____	Checking	Savings
\$ _____	_____	_____	Checking	Savings

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. If funds to which I am not entitled are deposited to my account, I authorize the University of Oregon to direct the financial institution(s) to return said funds.

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 in the event my financial institution is not able to deposit any transfer into my account due to any action I take, the University cannot issue the funds to me until the funds are returned to the University by my financial institution.

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 checks (s) for checking accounts and/or deposit slip(s) for savings accounts here.

Deposit or ATM receipts are not acceptable.

(Payroll earnings statements are distributed through campus mail to your department)

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