



Career Services

ORAL ROBERTS UNIVERSITY  
STUDENT DIRECT DEPOSIT  
AUTHORIZATION AGREEMENT

**STUDENT DIRECT DEPOSIT INSTRUCTIONS**

We are pleased to provide you with the availability of Direct Deposit for your payroll check. In order to enroll, you must complete this form below, attach a VOIDED check from your checking account, and return to the Payroll Dept. – PB 214 or to a Student Employment Rep. in Career Services (LRC 5).

Direct Deposit will remain in effect until authorization to discontinue is received as a written notice to the Payroll Dept. It is your responsibility to inform the Payroll Dept. if you have closed your account and want to stop Direct Deposit, which must be done 7 days prior to payday. In the case of a closed account, Payroll will not release the funds back to you until ORU has received the funds back from your Bank, which is normally 3-5 banking days.

All forms received after the Payroll deadline (7 days prior to payday) will be processed the following pay period. You can only choose ONE bank or Credit Union, and only ONE account for your net pay to be deposited via ACH processing. Any bank chosen must be within the United States of America. You will receive a deposit notice instead of a paycheck on payday, distributed as normal in Student Accounts. Funds will be available on payday at your bank. If you have any questions, please call Payroll at ext. 7551.

**STUDENT DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

COMPANY NAME: Oral Roberts University

I AUTHORIZE MY EMPLOYER, Oral Roberts University, TO DEPOSIT MY NET PAY TO MY CHECKING/SAVINGS ACCOUNT IN THE BANK NAMED BELOW. I AUTHORIZE THE BANK/CREDIT UNION TO ACCEPT AND TO CREDIT THE AMOUNT OF THAT ENTRY TO MY ACCOUNT.

Bank Name: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Transit Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

CHECKING                      **OR**                       SAVINGS (CHECK ONE)

Employee Name: \_\_\_\_\_

Z#: \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Please attach a VOIDED check for processing**