



AUTOMATIC DEPOSIT TRANSMITTAL

This form is to be used by State and Higher Education Employees in communicating their direct deposit information.

Social Security Number:

Name:

I hereby authorize the State of Oklahoma, as per the Oklahoma State Employee's Direct Deposit Act, 74:292.10 to:

<input type="checkbox"/> ADD	PAYROLL – (Deposit my payroll warrant in my account as indicated below)
<input type="checkbox"/> REMOVE	PAYROLL – (I understand that by terminating Direct Deposit for Payroll this will automatically terminate travel and spending from my direct deposit)

If monies to which I am not entitled are deposited to my account, I authorize the State of Oklahoma to direct the financial institution to return said funds. I understand the payroll date and frequency of payment currently being utilized by my employing agency will not be affected by my decision to use Electronic Fund Transfer.

ONLY ONE ACCOUNT MAY BE USED FOR DIRECT DEPOSIT WITHIN THE STATE SYSTEM

CHECKING SAVINGS PAYCARD

Financial Institution Name (Your Bank):

City:

State:

This authority is to remain in full force and effect until: **(A)** I give my employer written notice using this form (OPM-73) to terminate this direct deposit agreement. **(B)** I fail to utilize payroll direct deposit for 365 days, at which time this agreement will expire. **(C)** The event of my death, at which time this agreement expires immediately, upon notification. This information is provided by me to facilitate my personal banking needs and shall be considered personal and held in confidence.

Home Mailing Address:

City:

State:

ZIP:

Home Telephone Number:

Work Telephone Number:

Employing Agency:

Signature:

Date:

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I understand that while a change of enrollment is in process I may, in fact, receive a warrant instead of an electronic transfer.

If this is an initial enrollment or bank routing and/or account number change please attach a **voided check** or an **official document** from your financial institution showing the financial institution's routing number and your account number.

There are no fees associated with the JP Morgan Chase Card Check. Please check with your financial institution for possible applicable paycard fees.

A signed form must be on file.
Please submit the completed form to the address below.
Langston University
Office of Human Resources
Page Hall, Room 222
Langston, OK 73050
(405) 466-2985

ATTACH CHECK HERE

AUTOMATIC DEPOSIT AUTHORIZATION INSTRUCTIONS

Do not fill out or submit this form for change of Address or Name change.

1. Social Security Number Enter employee social security number.
2. Name Type or print employee name exactly as it appears on your account.
3. Type of Account Indicate whether your account is a checking or savings account.
4. Financial Institution Name Enter the name of the bank, savings and loan or credit union where your account is held, i.e.: Bank-One.
5. Financial Institution, City, State Enter the city and state of your financial institution.
6. Employing Agency Enter the name of the state agency you work for.
7. Signature and Date Sign and date the request form. **NOTE-A** request form cannot be processed without your signature as authorization.
8. Voided Check For deposit to a checking account, attach to this request a VOIDED check from the financial institution of your choice so that we can use the information to make a proper deposit. For a deposit to a savings account, provide a document from your financial institution showing the financial institution's routing number and your account number. **NOTE-A** request form cannot be processed without this information. Thank you.
9. Paycard If JP Morgan Chase paycard is selected, place the following information in the Financial Institution box: Chase Bank ABA 021031207

WHAT HAPPENS NEXT

The pay stub will not change, you will continue to receive a record of your earnings through Web for Employees via www.langston.edu.

If you should have any problems, follow the procedures listed below:

1. Call your bank and ask for Commercial Direct Deposit Assistance. Advise them that you are on direct deposit through "ACH" (Automated Clearing House). If you still have problems, ask to speak to an Officer of the Bank, a Teller Supervisor or a Customer Service Representative. Write down the names of the people you talk to and the phone number you called.
2. For Payroll Deposits
If you are not satisfied with the results for pay warrants, contact the Langston University payroll office at (405) 466-2985. You must have completed Step 1 before calling the payroll office. We will need the phone number(s) and name(s) of the individual(s) you spoke with at your bank.
3. For JP Morgan Chase Paycard Deposits
Contact Chase Customer Service – 1-866-444-4283 or www.ucard.chase.com. Then follow the procedures in Step 1.