OBERLIN COLLEGE Office of Human Resources — Direct Deposit

Direct Deposit – The Safe, Fast, Easy Way To Be Paid! For Oberlin College Faculty, Staff, and Student Employees

Direct deposit is the process whereby the college deposits your pay directly into the checking or savings account of your choice.

Direct Deposit is ***safe*** because your pay is automatically deposited into your bank account – no more worrying about lost or stolen checks.

Direct Deposit is ***fast*** because no matter if you are out sick or on vacation, your check is still deposited into your account. No more standing in long bank lines or waiting for your check to clear.

Direct Deposit is ***easy*** because your pay is deposited into your checking or savings account on time, correctly, and confidentially.

Enroll in Direct Deposit Today

Fill out the direct deposit form below today and return it to the Office of Human Resources Payroll Department, or call ext. 55607/ ext. 55608 for more information. The following diagram shows you where to find the routing and account numbers on your check or deposit slip:

:000000000: :000000000: 000

Routing Number Account Number

Attach a voided check or deposit slip to this form

Direct Deposit Authorization Form – Oberlin College

Pay Schedule: ☐ Monthly ☐ Biweekly ☐ Student

Employee Name (last, first, middle initial) Email T Number

Your direct deposit will be effective with the next applicable pay period.
Return form and deposit slip or voided check to the Office of Human Resources, 173 West Lorain St.

Financial Institution where you bank City State Phone Number

☐ I hereby authorize Oberlin College to deposit my payroll check in my checking or savings account as indicated.
Attach a copy of your voided check or savings deposit slip to verify the account number indicated below:

Transit/Routing Number ☐

Account Number ☐

Account Type: ☐ **Checking** ☐ **Savings**

☐ I hereby terminate my authorization for Oberlin College to deposit my payroll check in my checking or savings account noted above.
(A new direct deposit form will need to be completed with new banking information)

By signing below, I authorize the Office of Human Resources to initiate credit entries and to initiate, if necessary, debit adjustments for errors to my account(s). This authorization will remain in effect throughout the duration of my use of the direct deposit program.

Employee Signature Date Campus Phone

Return completed form and deposit slip or voided check to: Oberlin College, Office of Human Resources, Payroll Department, 173 West Lorain St, Oberlin, OH 44074 or fax to : (440) 775-8683.

STUDENTS ---- Your only direct deposit notification will be available for you to view and print off the Oberlin College Presto web site that can be accessed by using the following link: http://presto.cc.oberlin.edu