OHIO VALLEY EDUCATIONAL SERVICE CENTER
DIRECT DEPOSIT AUTHORIZATION FORM

I authorize my employer, Ohio Valley Educational Service Center, Peoples Bank and the financial institution listed below to initiate electronic credit entries and if necessary, debit entries and adjustments for any credit entries that were incompletely funded by my employer or for any credit entries otherwise in error to my account. This authority will remain in effect until my employer or I cancel it in writing.

Further, I understand that it is my sole responsibility to notify my employer of any changes in my financial institution.

☐ New Enrollee (Please complete new account section only)

☐ Change of Information - Effective Date _____ (Please complete both new and old account sections)

NEW ACCOUNT INFORMATION

ACCOUNT 1 ☐ CHECKING (23) ☐ SAVINGS (33)

Financial Institution & Branch _____ City/State/Zip _____

Routing/Transit Number _____ Your Account Number at your Financial Institution _____

_____ % or $ _____ to deposit into this account

ACCOUNT 2 ☐ CHECKING (23) ☐ SAVINGS (33)

Financial Institution & Branch _____ City/State/Zip _____

Routing/Transit Number _____ Your Account Number at your Financial Institution _____

_____ % or $ _____ to deposit into this account

Your entire paycheck amount must be direct deposited. If choosing a fixed dollar amount for one of your accounts, the balance (100%) will be deposited into the other account.

OLD ACCOUNT INFORMATION

ACCOUNT 1 ☐ CHECKING (23) ☐ SAVINGS (33)

Financial Institution & Branch _____ City/State/Zip _____

Routing/Transit Number _____ Your Account Number at your Financial Institution _____

_____ % or $ _____ to deposit into this account

ACCOUNT 2 ☐ CHECKING (23) ☐ SAVINGS (33)

Financial Institution & Branch _____ City/State/Zip _____

Routing/Transit Number _____ Your Account Number at your Financial Institution _____

_____ % or $ _____ to deposit into this account

☐ Direct Deposit Notification by US Mail ☐ Email Notification of Direct Deposit

**If you selected Email Notification, please provide up to two email address to be used for notification*

Email address 1 _____ Email address 2 _____

Employee Name (please print) _____ Employee Signature and Date _____