

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

Employee Name _____

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

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

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

Email address 1

Email address 2

EmployeeSignature

Date