

INSTRUCTIONS FOR COMPLETING AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

OTC# 4-108-99 (Revised 04-07)

Authorization Agreement for Automatic Deposits (ACH Credits)

A selection may be made for one or more of the following shown on the other side of this form:

- (1) Net Amount – the balance of pay after all taxes and deductions are withheld
- (2) Dirdep1 – a deduction of a requested dollar amount
- (3) Dirdep2 – a second deduction of a requested dollar amount

- Mark the selection as Checking or Savings
- Mark the selection as an initial authorization, change in authorization or cancellation of authorization – *** Do not close an account before submitting a new form or contacting payroll prior to closing of account. If you do, your funds will not be deposited and will be returned to OTC by bank.**
- If item (1) Net Amount is selected, the net pay after any taxes or deductions have been deducted (including Dirdep1 and Dirdep2) will be deposited to the account shown
- If item (2) Dirdep1 or item (3) Dirdep2 is selected, enter the dollar amount to be deposited to the account shown

Note: All selections are to be completed on the same form. It is not necessary to complete a separate form for each request.

- Print the Depository Name (Bank Name), Branch, City, State and Zip Code of the depository bank
- The routing no. and account number to which the deposit is being credited must be entered or the automatic deposit cannot take place (this information can be found on the employee's personal check(s) and/or deposit slip(s) or you may obtain the correct information from the depository bank)
- Print your name and enter your 4-digit employee ID (**not badge number**) which can be located in the Employee Number box on the stub of the employee's paycheck
- Date and sign each selection (if joint account, both parties must sign)