

**EASTERN KENTUCKY UNIVERSITY  
ELECTRONIC FUNDS TRANSFER AGREEMENT**

I request and authorize Eastern Kentucky University Payroll Office, and its designated processing facility, to make electronic deposits and adjustments to my designated account. This authority is to remain in full force and effect until EKU has received written notification from me to terminate this agreement and in such time to afford EKU reasonable opportunity to act on it.

DEPOSITORS NAME (Type or Print Legibly)	
CITY/STATE	SOCIAL SECURITY NUMBER
<b>CHECK ONE:</b>	
<input type="checkbox"/> Initial Setup <input type="checkbox"/> Changing Financial Institution	<input type="checkbox"/> Account Number Change Only <input type="checkbox"/> Additional Savings Account
<b>Financial Institution One:</b>	<b>Financial Institution Two:</b>
Checking <input type="checkbox"/> Savings <input type="checkbox"/>  Dollar Amount to Deposit: \$ <input style="width: 100px;" type="text"/> or  Percent of Net to Deposit: % <input style="width: 100px;" type="text"/>	Checking <input type="checkbox"/> Savings <input type="checkbox"/>  Dollar Amount to Deposit: \$ <input style="width: 100px;" type="text"/> or  Percent of Net to Deposit: % <input style="width: 100px;" type="text"/>
	<b>(Use additional forms for more accounts)</b>

**\*\*\*PLEASE READ CAREFULLY: IN THE EVENT A CREDIT IS MADE TO MY ACCOUNT IN ERROR, MY SIGNATURE AUTHORIZES EKU AND IT'S DESIGNATED BANK TO MAKE A CORRECTING ENTRY AS NECESSARY.**

Authorizing Signature	Date

**FOR HUMAN RESOURCES USE ONLY - (FINANCIAL INSTITUTION MICR INFORMATION)**

Prenote Date <input style="width: 100px;" type="text"/>	Deposit Date <input style="width: 100px;" type="text"/>
Financial Institution One	Financial Institution Two
Account Number <input style="width: 150px;" type="text"/>	Account Number <input style="width: 150px;" type="text"/>
ABA Number <input style="width: 150px;" type="text"/>	ABA Number <input style="width: 150px;" type="text"/>

**\*\*\*Please Attach Documentation from Financial Institution indicating the "Routing Number & Your Personal Account Number"\*\*\*  
(deposit slips are not acceptable in most cases!!)**

**ACH Requirements: After payroll receives this form, the next available pay period will be a prenote - no \$\$\$ deposit (the financial institution verifies account # prior to actual dollar deposit)  
The following pay period your specified dollar amount will deposit into our new account!!**