State of Ohio
Dept. of Administrative Services

AUTHORIZATION FOR DIRECT DEPOSIT OF PAY

Employee Name _____ Employee ID Number _____
Last First Middle Initial

I AUTHORIZE THE STATE OF OHIO TO DEPOSIT MY PAYROLL CHECK INTO MY ACCOUNT IN THE FINANCIAL INSTITUTION NAMED BELOW BY AUTOMATIC TRANSFER. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I SUBMIT A NEW FORM OR FORMS (SEE REVERSE SIDE).

NAME OF FINANCIAL INSTITUTION | City | State | Transit Routing No.

1 ☐ SAVINGS ACCOUNT
OR
2 ☐ CHECKING ACCOUNT

ACCOUNT NUMBER

Employee Signature Date

USE FORM ADM-4286 TO DISCONTINUE DIRECT DEPOSIT

ADM 4280 (REV. 4/2000)

Agency _____ Payroll Number

INSTRUCTIONS FOR AUTHORIZATION FOR DIRECT DEPOSIT OF PAY

1. Enter employee name as it appears on paycheck.
2. Enter the Employee ID Number.
3. Enter the name and address of the financial institution (bank, savings and loan, credit union, etc.) in which you want your check deposited.
4. Enter your financial institution's "Transit/ABA Number." This is a nine digit number and is shown on your personal check and/or deposit ticket. Please verify this number at the financial institution. If you elect to deposit in a savings account, contact your bank for its Transit/ABA Number.
5. Check the type of account, checking or savings.
6. Enter your personal account number. You can obtain your account number from your bank statement or your savings account passbook. Otherwise, contact your financial institution for your account number.
7. Sign Authorization Form and enter date.
8. Enter the agency where you work.
9. If you elect to deposit in a checking account, please attach a voided check or a deposit ticket.
10. Forward the signed authorization and attachment to your payroll officer.
11. For one pay period after the effective date of your authorization, your earnings statement will indicate the financial institution and account number where your money will be transferred. You must verify these numbers and if incorrect, notify your payroll officer immediately.

Cancellation of Direct Deposit requires Form ADM 4286 to be completed and forwarded to your payroll officer.

If you change accounts and/or financial institutions, complete form ADM 4286 for your old account and a new form ADM 4280 for your new account. Forward all materials to your payroll officer. Remember your new account will go through one pay period of pre-notification as indicated in item 11. Therefore, you may not want to cancel your old account before that time. In addition, this procedure will begin no earlier than the pay period after receipt.