DIRECT DEPOSIT/ACH CREDIT AUTHORIZATION

Type of Action: □ NEW ENROLLMENT  □ CHANGE  □ CANCEL

By selecting the Change box and completing the form with new account information, or by selecting the Cancel box, you revoke your previous authorization for direct deposit.

Payee Information:
LEGAL NAME OF PAYEE (used for tax reporting): ____________________________________________
BUSINESS NAME (DBA name if different from above): __________________________________________
TAXPAYER IDENTIFICATION NUMBER (EIN OR SSN): _______________________________________
MAILING ADDRESS: _________________________________________________________________
CITY: ________ STATE: ____ ZIP: ________

Type of Bank Account:
□ Checking account  □ Savings account

Financial Institution Information (attach voided check or a letter from the bank confirming the account name, routing number, and account number):
FINANCIAL INSTITUTION NAME: ______________________________________________________
NAME(S) ON ACCOUNT: ____________________________________________________________
ACCOUNT NUMBER: _______________________________________________________________
ROUTING NUMBER: _______________________________________________________________
FINANCIAL INSTITUTION ADDRESS: _________________________________________________
CITY: ___________________ STATE: ____ ZIP: _________

Authorization:
I authorize the Oregon Department of Transportation (ODOT) to initiate electronic credits and, if necessary, adjusting debit entries to reverse erroneous electronic payments, to the account designated on this form. I certify that I am authorized to enter into this agreement as the account holder or on behalf of the account holder. I acknowledge that the origination of ACH transactions to the authorized account must comply with the provisions of the law of the State of Oregon and the United States.

International transaction certification—I certify that the entire amount of my direct deposit is NOT ultimately deposited into a financial institution outside the United States.

This authorization will remain in effect until ODOT receives written notification from Payee of its termination in such time and in such manner as to afford ODOT and the depository financial institution a reasonable opportunity to act on it. If Financial Institution information changes, Payee agrees to promptly submit to ODOT an updated Direct Deposit/ACH Credit Authorization.

AUTHORIZED NAME: ________________________________________________________________
TITLE (if company account): __________________________________________________________
AUTHORIZED SIGNATURE: _____________________________________________________________
DATE: ___________________ TELEPHONE NUMBER: __________________________

Mail the completed form and voided check or bank letter to:
ODOT Financial Services, MS #21
TEAMS Table Maintenance
355 Capitol St NE
Salem, OR 97301-3871
or FAX to (503) 986-3907

If you have questions, please call us at (503) 986-4385.

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