

Banking Information

Media Guide

New Employee Account:

- Go to the **OTC Website** and log into your **MyOTC account**.
- Select the **Employment icon** on the left-hand side of the MyOTC page.
- Under Employment , select **Banking Information**.



Employee Overview

Tax Information

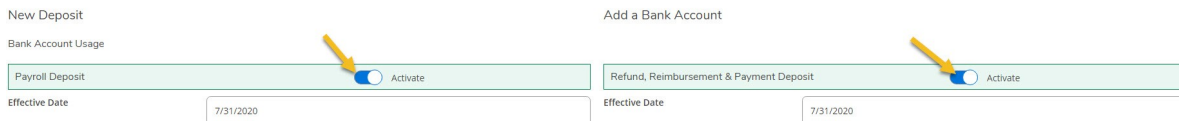
Banking Information

- If you are a new employee and do not have an Active account, select **+ Add an Account**.



- Switch the **Activate** option on for both **Payroll Deposit** and **Refund, Reimbursement,& Payment Deposit**.

- **Note:** Updated the **Effective Date** if necessary.



- **Payroll Deposit** allows you to select a start and end date of the account, as well as the amount you would like transferred into the account.

End Date No end date End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance Specific Amount Remaining Balance

Deposit Priority

New Account

THE BANK OF MISSOURI

- You can choose to have the **entire balance** be deposited into the account or a **specific amount**.
 - Note:** If you select a specific amount, you will have to enter the specific amount in the text box, as well as make another account to deposit the **remaining balance** to.
- Once you've entered the information, select **Next**.
- After selecting Next, an **Account Details box** will appear where you can edit the account. You can add an account's nickname and add your routing number, account number, and account type.
 - Note:** It's important that the **account type** is correct, in order to receive funds properly.
- After you enter your routing number, the name of your bank should appear below.
 - Note:** Contact HR if your routing number is not recognized.

Edit Bank Account Details

Country of Bank

Routing Number *

Bank Account Number *

View sample check image

Re-enter Bank Account Number *

View sample check image

Account Type

- Check the box** to agree to the terms and conditions, and select **Submit**.

Terms and Conditions

Payee agrees to accept payment from Ozarks Technical Community College through ACH direct deposit and verifies that the information provided is true and accurate. Payments to you will be deposited into the account designated on this form until Ozarks Technical Community College is notified that you wish to cancel this authorization or designate a different financial institution or account. Account cancellations and/or changes must be made online via this self-service form. All cancellations and/or changes are effective immediately upon your online submission. Any notices pertaining to your bank account information or deposits from Ozarks Technical Community College will be sent via email. Ozarks Technical Community College has the right to adjust future payments if payments previously made are found to be duplicates, in excess of eligible amount, fraudulent, or in error. This may be accomplished by using an EFT debit. Ozarks Technical Community College will not be responsible for any loss arising from error, mistake, or fraud regarding information you provided on this form.

I agree to the terms and conditions

Back

- Once your account is set up, you can view the active deposits, future deposits, and past deposits of the account as well as any refunds or reimbursements.

Creating an Additional Account:

- If you already have an account created and would like to add another, select **+ Add an Account**.
- Activate **Payroll Deposit and Refund, Reimbursement, and Payment Deposit** options. Update preferences and add new account information.
 - **Note:** *If you are creating a new account to replace your old account make sure you put an **End date** on the old account.*

End Date

No end date

End on:

M/d/yyyy