To create a payroll instruction form you will start in your account portal by going to the “Financials” tab to the third option down, “Payroll Deduction.”
Read the instructions, then continue to the next screen by clicking “Edit.”
Fill in the amount you want deducted from each payroll. Once complete, click “Continue.”
This page will summarize your choice. If everything looks good, click “Submit.”
To print the Payroll form, click “Click to PRINT.”

Success

Your request to add/change payroll deduction instructions was submitted.

Click to PRINT the Payroll Deduction Instructions Form.

You will need to provide this information to your employer.

To stop payroll deductions, you must notify your employer.
Use the financial instructions at the bottom of the page to input into myOhio using the instructions below.

STABLE Account
Payroll Deposit Instruction Form

INSTRUCTIONS FOR EMPLOYEES
1. Print this form, complete any missing information, then sign and date the form.
2. Provide this form to your employer so they can initiate or update your payroll deposits using the instructions on this form. In most cases, this will need to be to your Human Resources, Benefits, or Payroll representative for administering payroll deposit contributions. Your employer should initiate or change your payroll deposit contributions to the Plan upon receipt of this form.

Employee Name: BRUTUS B. BUCKEYE

Employee SSN:

Total Deposit (per pay period): $50

Employee Signature:

Date:

INSTRUCTIONS FOR EMPLOYERS
Please use the instructions listed below to send automatic payroll deposits via Individual ACH for the employee listed above. These instructions will route the deposit directly into the employees STABLE Account.

1. Code the Account Type: Checking

2. Transmit to Bank Routing # (ABA): 104000016 (FNBO)

3. Enter Account Number: 11048722

This is a sample number only.
Updating Direct Deposit

Step 1  Select **MY WORKSPACE** from the *Ohio* menu toolbar.

Result  *The Resources Directory* displays at the *By Topics* level.
Step 2

Click the **myPay** link in the **Self Service Quick Access** section.

*Result:* The **myPay** page displays.

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Step 3

Click the **Direct Deposit** link in the **General** section.
To change existing account information click **Edit**.

**Step 4**  Add Account.

Note: To view account details click the desired account in the **Account Type** column.

Enter your account information.

Note: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.

**Step 5**  When the information is complete click **Submit**.

**Travelers**, please note that any expense reimbursement will be to your “Balance” account.
this account will be paid first with the specified amount or percentage.

**Note:** To remove an account, click **Delete**.

Confirm the deletion of the account by clicking the appropriate button displayed:

- **Direct Deposit**
  - **Delete Confirmation**
    - Are you sure you want to delete this Deposit Account? Yes/No
    - **Yes - Delete**
    - **No - Do Not Delete**

**An email confirming you have submitted a change will be sent to your email on file.**

For additional support, contact HR Customer Service at 1-800-409-1205.