NOTICE:

If the bank and/or account number listed on Banner Self Service is correct, that is the information that will be used for future paychecks.

If the bank and/or account number listed on Banner Self Service is correct, no further action is required.

***IF THE BANK AND/OR ACCOUNT NUMBER LISTED ON BANNER SELF SERVICE IS INCORRECT, CALL PAYROLL SERVICES IMMEDIATELY 405-744-6372.***

To verify the bank and/or account number listed on Banner Self Service:

Please go to [my.okstate.edu](http://my.okstate.edu)

Click on the Employee Tab:

![OSU MYOKSTATE - STILL](image)

Select Employee Self Service:

![Employee - Employee Links](image)
Review the Bank Name and Account Number

Verify the Bank Name

Verify the bank account and account type. This is very important. Funds could be sent to someone else’s account or rejected because the account type and account number do not match. If you are unsure, contact your bank.