

University of Wisconsin-Eau Claire

Direct Deposit Authorization

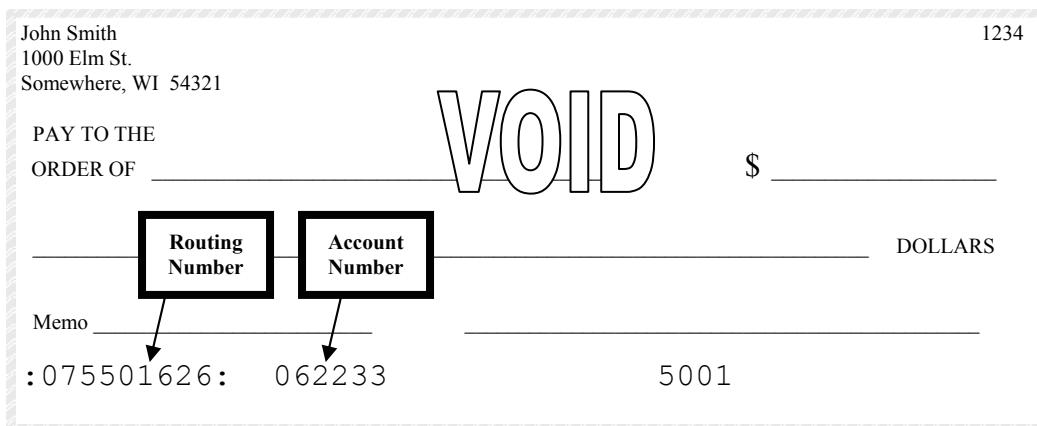
Student
 Classified
 Faculty, Academic Staff, Grad Asst
 LTE (check one)

Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change				Effective Date: <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Paydate ____/____/____							
Name (Last, First, Middle Initial) please print						Social Security Number					
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)											
Bank Routing Number (must be 9 numbers – see sample check below)						Account Number					
Type of Account: <input type="checkbox"/> Checking (Tape a voided check to the bottom of this form) <input type="checkbox"/> Savings (Contact your financial institution to obtain their routing number)											
I authorize the University of Wisconsin to direct funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the University at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the University for distribution. This will delay my check.											
Date (Mo/Day/Yr)				Employee Signature				Daytime Phone Number			

~ Earnings statements are emailed to employees several days before payday ~

- ✓ All Payroll checks payable to you from the University will be deposited into the same account.
- ✓ Verify with your financial institution on the pay date that your direct deposit has gone into effect – the institution name will not appear on your earnings statement.
- ✓ Allow up to two (2) weeks for processing this request.

~ ATTACH A VOIDED CHECK (not a deposit slip) ~



Return this form to Human Resources, Schofield Hall, Room 220