

PAYROLL SERVICES

DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize Washington University and the depository named below to deposit said amount(s) to my account(s) each pay. This authority will remain in effect until I file a new authorization form or request cancellation. I agree that if any funds are deposited in error to my account, Washington University will recover such funds directly from my account. I authorize my depository to transfer any such funds directly back to Washington University's account upon notification by Washington University to me and to my depository.

I understand that I will be able to view and print my check information in Employee Self Service and that a paper advice statement will not be provided to me, unless otherwise requested.

I understand that any reimbursement due to me from Accounts Payable will automatically be made via direct deposit to my Net Pay deposit account. (See below for explanation of Net Pay account).

I understand that if my entire deposit is forwarded to a bank in another country that I will be required to complete an additional form. Enter yes here _____ if entire deposit will be forwarded to a bank in another country.

I understand that deposit account information is not verified with my bank prior to my first direct deposit and that it is my responsibility to enter correct bank information below to avoid delays in receiving my first deposit.

I understand that this authorization will remain in effect until I submit a new form requesting changes or cancellation.

Name (Please type or print clearly)

Employee ID #

Signature

Date

WU – Phone Number

You may deposit funds into as many as ten different accounts and they can be at different financial institutions. A voided check or deposit slip containing your preprinted name for each deposit account must be provided with this form. A letter from your bank that contains your name and banking information will also be accepted.

⁽¹⁾ Add, Cancel or Change	Bank Routing #	Bank Account #	⁽²⁾ \$ Amount or Net Pay	⁽³⁾ Checking or Savings

⁽¹⁾Indicate if you are adding a new deposit account, cancel an existing account, or changing an existing account.

⁽²⁾If there is only one bank account enter Net Pay. If you are depositing funds into more than one account, specify the dollar amount to be deposited into each account and Net Pay for the primary account.

⁽³⁾Indicate if bank account is a checking account or savings account.

Send completed form and required documentation to Payroll Services by email, fax, or mail. Email: Payroll@wustl.edu
/ Fax: 314-935-7079 / Washington University, Campus Box 1000, 700 Rosedale, St. Louis, MO 63112-1408