



**PAYROLL SERVICES
PAYMENT ELECTION AUTHORIZATION FORM
(INSTRUCTIONS ON REVERSE SIDE)**

I hereby authorize Washington University and the depository named below to deposit said amounts to my account each payday. 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.

Name (Please print clearly)

Employee ID #

Last 4 digits of social security number

Signature

Date

WU – Phone Number

Action: Add a new election Change an existing election Cancel an existing election

You may deposit into multiple accounts, and they can be at different financial institutions. **You must attach a voided check or deposit slip with your name preprinted for each account** (see instructions for additional information). This information is not verified with your bank prior to processing, please be careful when entering your Bank Routing # and Account # to avoid a delay in the receipt of your deposit.

If you forward your entire election to a bank in another country, mark this box and an additional form will be sent to you.

<u>Bank Routing #</u>	<u>Account #</u>	<u>Amount or N for Net</u>	<u>Checking(C) Savings(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You can view or print your payslip information in Workday. Instructions are on the back of this form.

Send completed form to: Payroll - Mail Stop 1000-0414-04
Washington University
700 Rosedale Ave. St. Louis, MO 63112-1408
Email – payroll@wustl.edu
eFax - (314) 612-4539

PAYMENT ELECTION AUTHORIZATION INSTRUCTIONS

- Print your name, EMPLID #, last 4 digits of your SSN, and WU phone #
- Sign and date the form
- Specify the action for this request
- List the routing number. The routing number is 9 digits, and is found in the lower left corner of your checks.
- List the account # for each account. **No new accounts will be set up or no changes will be made to existing accounts unless they are accompanied by a cancelled check or deposit slip with the preprinted name of the employee/nonemployee, or a form from the bank showing the name of the employee/nonemployee. This requirement is to ensure no one else is able to set up an invalid deposit or make changes to your existing deposit.**
- You will receive an automated system email each time a new account is added, and when a change or cancellation is made to an existing account.
- Specify the dollar amount that you want deposited to each account. If you would like your entire net pay, or remaining net pay after other deposits are designated, put 'N' for that account. If 'N' is not indicated, remaining pay will be distributed in the form of a check.
- Specify whether account type is Savings (S) or Checking (C)
- Your deposit will be effective immediately provided the routing # and account # are correct.
- To make a change to an existing account, fill out the above information, and specify the new deposit amount.

PAYMENT ELECTION CANCELLATION INSTRUCTIONS

- Print your name, EMPLID #, last 4 digits of your SSN, and WU phone #
- Sign and date the form
- Specify the action as 'cancel'
- Specify the routing # and account # for each account you want cancelled

VIEWING YOUR PAYSLIP

- Sign on to Workday
- Click on the Pay Worklet in the Applications section on your home page
- Click on Payslips

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