



**PAYROLL SERVICES
DIRECT DEPOSIT 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)

Social Security or EMPLID #

Signature

Date

WU – Phone Number

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

You may deposit into three accounts, and they can be at different financial institutions, including the credit union. **You must attach a voided check or deposit slip for each account.** Upon successful verification of your bank routing and account numbers, your deposit should be effective no later than your second payroll check after receipt of this form.

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

Once your direct deposit is in effect, you can view or print your check information via Self Service. Instructions for Self Service are on the back of this form.

Send completed form to: Payroll Direct Deposit, Campus Box 1000
Washington University
700 Rosedale Ave. St. Louis, MO 63112-1408
(314) 935-9833, fax (314) 935-7079

DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

- Print your name, social security or EMPLID #, and WU phone #.
- Sign and date the form.
- Specify the action for this request.
- List the routing # of up to three financial institutions. The routing number is 9 digits, and is found in the lower left corner of your checks. Please verify this number with your financial institution.
- List the account # for each 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 should be effective no later than the second payroll check upon receipt of this form, provided we have received a successful verification of the routing and account numbers.
- To make a change to an existing account, fill out the above information, and specify the new deposit amount **Please note that a change to a new bank, or a new account number, will cancel your direct deposit for at least one pay period. The new bank routing and/or account numbers will need to be successfully verified before the new deposit can take place.**

DIRECT DEPOSIT CANCELLATION INSTRUCTIONS

- Print your name, social security or EMPLID #, and WU phone #.
- Sign and date the form.
- Specify the action as 'cancel'.
- Specify the routing # and account # for each account you want cancelled.
- A cancellation must be received two weeks prior to the pay period end date in order for the deposit to be cancelled.

VIEWING YOUR PAYCHECK VIA SELF SERVICE

- Sign on to HRMS
- Click on Employee Self Service
- Click on Paychecks
- Your most recent check will be displayed. To see prior checks, click on Paycheck Selection.