



**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. **You must attach a voided check or deposit slip with your name preprinted for each account** (see instructions for additional information). Upon successful verification of your bank routing and account numbers, your deposit should be effective no later than your second payroll or accounts payable 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.**

**Any reimbursement due to you from Accounts Payable will automatically be made via direct deposit to the above account indicated for Net Pay.**

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

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.
- 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.**
- 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.

### ACCOUNTS PAYABLE REIMBURSEMENTS

- Any reimbursement from Accounts Payable will be a direct deposit to the account you have indicated for your Net Pay deposit

Revised 09/2009