



WSU Tech is pleased to offer direct deposit of employee payroll and employee reimbursements to the bank(s) and account(s) of your choice. To arrange for direct deposit:

- 1) Complete the form below with the requested information.
- 2) Attach a voided check or other documentation from the institution, such as a personalized deposit slip.
- 3) Return the form to Payroll.

NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR MAKE CHANGES YOUR ACCOUNT.

This is a: _____ New Deposit _____ A Deposit Change _____ A Deposit Cancellation

YOUR NAME (type or print legibly) _____ **ID#** _____

Address _____ **City** _____ **ST** _____ **Zip** _____

ACCOUNTS (Please attach a separate form if necessary):

1) _____ Checking _____ Savings _____ Full Net Balance \$ _____

Bank Name: _____ Payroll Account

Bank Routing Number: _____ Your account Number: _____

2) _____ Checking _____ Savings _____ Remaining Balance \$ _____

Bank Name: _____ Payroll Account

Bank Routing Number: _____ Your account Number: _____

3) _____ Checking _____ Savings _____ Remaining Balance \$ _____

Bank Name: _____ Payroll Account

Bank Routing Number: _____ Your account Number: _____

THIS ACCOUNT IS FOR EMPLOYEE REIMBURSEMENTS ONLY (i.e. mileage and expense reimbursements).

1) _____ Checking _____ Savings \$ _____ 100%

Bank Name: _____ Accounts Payable Account

Bank Routing Number: _____ Your account Number: _____

I hereby authorize WSU Tech to initiate deposits into the account(s) indicated above. I am further aware that in the event a deposit is made in error, WSU Tech may initiate a withdrawal to correct the error. Should this ever occur, WSU Tech will make every effort to notify me prior to such a withdrawal being made. This authority will remain in effect until canceled by me in writing.

Signature

Date

By checking this box, I understand that I am electronically signing this form. I also agree that my electronic signature is the legal equivalent of my manual signature on this form.