

DIRECT DEPOSIT AUTHORIZATION
Washington State University Payroll Services
Pullman, WA 99164-1024 Phone (509) 335-9575

Submit this form to Payroll Services, French 236, with a voided check, preprinted deposit ticket, or a document from your bank or their website preprinted with your account and routing numbers. Direct deposit begins with the next payday if this authorization is received by Payroll Services at least ten working days in advance. While direct deposit is operative, WSU provides an online earnings statement each pay period.

LAST NAME	FIRST NAME	MI
WSU ID #	DAYTIME TELEPHONE	

If a direct deposit for any reason will result in overpayment of salary or wages actually due and payable to an employee, WSU reserves the right to process a reversing transaction that will result in sending the net pay amount back to WSU.

BANK NAME	ACCOUNT NO.	<input type="checkbox"/> CHECKING
		<input type="checkbox"/> SAVINGS

I have read and understand the terms on this authorization and hereby authorize Payroll Services to deposit my paycheck to the account specified on the attached deposit ticket, voided check, or bank document. I understand that I must give Payroll Services written notice to change account numbers or to discontinue this service.

		PAYROLL SERVICES USE	
SIGNATURE	DATE	R	
		A	

WSU1052-CONTR047-0113

Attach voided check or deposit ticket here.

For your security and financial protection, you might want to put your direct deposit form and attachments in a sealed business envelope before placing them in an interoffice mailing envelope.