



University of Wisconsin Direct Deposit Authorization

Please return to: UW-Extension Payroll & Staff Benefits Office, 432 N Lake St, Rm 105, Madison, WI 53706

Check one Student Classified Unclassified LTE

- *All payments to you from the University will be deposited into the same account at your financial institution.
- *Verify with your financial institution on your payday that your direct deposit has gone into effect—the institution name will not appear on your earnings statement.
- *Verify the status of your direct deposit record if you have been off the payroll for more than eight (8) months. Check with your staff benefits office to make sure of your status.
- *If you are only changing departments, you do not need to complete a new form.
- *Allow up to 2 weeks for processing this request.
- *Students are not required to have federal work study earnings direct deposited, however the UW strongly recommends direct deposit for your convenience, safety, and security.

Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change		Effective Date: <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Paydate ____/____/____	
Name (Last, First, Middle Initial)			Social Security Number
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)			
Transit Routing Number (Must be 9 numbers)			Account Number
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Checking <input type="checkbox"/> Money Market Investment (Submit an ACH form from your broker)			
I authorize the University of Wisconsin to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the University at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the University for distribution. This will delay my check.			
Date (Mo/Day/Yr)	Employee Signature		Daytime Phone Number
Home Address: Street	City	State	Zip Code

If you select to have your payment sent to your:

- ***Checking account:** Tape a voided check to the bottom of this form.
- ***Savings account:** Contact your financial institution to obtain its transit routing number.
- ***Financial brokerage firm:** Attach a copy of the firm's direct deposit instructions/application information to this form.

Attach a voided check or photocopy of a check for checking account.
DO NOT ATTACH A DEPOSIT SLIP.

John Smith
Mary Jones
1000 Prairieview Lane
Anyplace, WI 54321

VOID

PAY TO THE ORDER OF _____ \$ 1234.00
DOLLARS

ANYOLD BANK
Anyplace, WI 54321

For _____

Routing Number: 250250025
Account Number: 20202008611

1234

15-000000000

Do not include the check number.