



WEBER STATE UNIVERSITY DIRECT DEPOSIT AUTHORIZATION

EMPLOYEE: _____ W# or S.S.N. _____
(Please Print)

FIRST AUTHORIZATION CHANGE CURRENT DIRECT DEPOSIT CANCEL

THE ABOVE NAMED EMPLOYER IS HEREBY AUTHORIZED TO INITIATE DEPOSITS AND, IF NECESSARY, ADJUSTMENTS ON THOSE DEPOSITS TO THE ACCOUNT (S) LISTED BELOW. This authorization will remain in force until changed or revoked by me or an authorized agent through written notification to the Payroll Office.

FINANCIAL INSTITUTION & TELEPHONE NUMBER	ACCOUNT TYPE	ROUTING NUMBER	(See reverse side for explanation)	ACCOUNT NUMBER	PERCENT OR AMOUNT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	100 % Of Remainder

Preferred email to receive your pay notification: _____

Note: Multiple financial institutions must have "100% of Remainder" entered on one of them.

PLEASE ATTACH A VOIDED CHECK OR A VOIDED PHOTOCOPY THAT WE WILL USE TO VERIFY YOUR ACCOUNT AND BANK ROUTING NUMBERS. YOUR WAGES WILL BE DEPOSITED INTO EITHER CHECKING OR SAVINGS BASED ON THE BOX YOU CHECKED ABOVE.

Signature: _____ Date: _____

THIS FORM MUST BE UPDATED IF YOU CHANGE YOUR ACCOUNT NUMBER.

FOR OFFICE USE ONLY			
Please check one for account number verification			
<input type="checkbox"/> Bank Form	<input type="checkbox"/> Blank Check	<input type="checkbox"/> Called Bank	Payroll Staff Initials _____

How to find your routing and account number:

The diagram shows a check with the following fields and highlighted numbers:

- YOUR NAME:** 1234 Main Street, Anywhere, OH 00000
- DATE:** _____
- PAY TO THE ORDER OF:** _____
- AMOUNT:** \$ _____ DOLLARS
- ROUTING NUMBER:** 12044072324 (highlighted in orange)
- ACCOUNT NUMBER:** 12000123456789 (highlighted in green)
- CHECK NUMBER:** 123 (highlighted in blue)