



Wilberforce University

Direct Deposit Authorization

I wish to participate in direct deposit of my payroll check.

Bank	Account No.	Routing No.	Savings (s) Checking (c)	Amount

Note:

- ❖ The system will allow a combination of three (3) accounts per person but no more than two (2) checking accounts or two (2) savings accounts.
- ❖ Direct deposits will normally go into effect on the next payroll. You will receive a pay stub indicating the amount deposited into the bank(s).
- ❖ Please be sure to open your pay envelope so you can determine if you have a check or pay stub.

If you wish a specific amount deposited to one or two accounts and the rest to a second or third account write "balance" on the amount line for the appropriate account. If you wish your whole check deposited to one account, write "all" on the amount line.

Date to begin the Direct Deposit process: _____ *

* Must be submitted by payroll deadline in order to be included in the next payroll.

Printed Name _____ Signature _____

Social Security Number _____ Date of Request _____

Please attach a voided check for your checking account(s).
Please attach a deposit slip for your savings account(s).