

**DIRECT DEPOSIT AUTHORIZATION FORM**

Whitworth University has chosen to use Direct Deposit as the **only method** to process salary payments for its employees. In this method, the Payroll Office deposits your salary directly into your checking and/or savings account and issues an electronic **Advice of Payment** report notifying you of the details of your payroll. You can request that we divide and send your salary to as many bank accounts as you need. You may view/print your electronic Payroll Advice via **Self Service**, under the employee profile link, one to two business days before payday; but your funds will be available the actual pay date listed on your advice.

The bank requires 7-10 days to set up your first direct deposit. If you are unable to submit this form 10 days prior to payday, your first payment may be issued via check and will be available at Auld House on payday.

**To set up a new direct deposit**, please complete the box below and return this form directly to the Payroll Office as soon as possible. **If after your direct deposit is set up circumstances arise which cause you to close your bank account, please notify the Payroll Office as soon as possible. Direct deposits returned due to closed accounts may result in salary payments delayed until the next pay cycle.**

**Whitworth University**  
**Direct Deposit Authorization Agreement**

Employee Name: \_\_\_\_\_ SS or ID# \_\_\_\_\_

I hereby authorize Whitworth University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below in the amounts indicated for each bank:

**#1. Bank Name** \_\_\_\_\_

Account Number \_\_\_\_\_ Amt. \$ \_\_\_\_\_ Checking  Savings  (check one box)

ABA Routing Number \_\_\_\_\_ City Bank Located \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

I also want to use this first account for any Reimbursement due to me from Accounts Payable (i.e. travel, mileage, etc.)

**#2. Bank Name** \_\_\_\_\_

Account Number \_\_\_\_\_ Amt. \$ \_\_\_\_\_ Checking  Savings  (check one box)

ABA Routing Number \_\_\_\_\_ City Bank Located \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

**#3. Bank Name** \_\_\_\_\_

Account Number \_\_\_\_\_ Amt. \$ \_\_\_\_\_ Checking  Savings  (check one box)

ABA Routing Number \_\_\_\_\_ City Bank Located \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

(Please note if no amounts are indicated the entire amount to be paid will be deposited to the first account listed.)

This authority is to remain in full force and effect until Whitworth University has received written notification from me of its termination/change in such time and in such manner as to afford Whitworth University and my financial institution a reasonable opportunity to act on it.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please contact the Payroll Office at (509) 777-4321 or payroll@whitworth.edu if you have any questions, changes or concerns regarding direct deposit. Please hand-deliver this form to the Payroll Office.

Payroll Received Date: \_\_\_\_\_