

DIRECT DEPOSIT AUTHORIZATION
Washington State University Payroll Services
Pullman, WA 99164-1024

Submit this form with a voided check or preprinted deposit ticket for the account listed to Payroll Services, French 236. 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 issues an earnings statement each pay period.

LAST NAME	FIRST NAME	MI
SOCIAL SECURITY NO. * (or WSU I.D.)		DAYTIME TELEPHONE

* WSU requests the voluntary disclosure of your social security number on this form. If provided, WSU will use your social security number to access your payroll information in the University's database only. It is unlawful for WSU to deny to any individual any right, benefit, or privilege provided by law because the individual refuses to disclose his or her social security number except in very limited circumstances. If you elect not to provide your social security number, please enter your WSU ID number.

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

I hereby authorize Payroll Services to deposit my paycheck to the account specified on the attached deposit ticket or voided check. I understand that I must give Payroll Services written notice to change account numbers or to discontinue this service.

SIGNATURE	DATE

PAYROLL SERVICES USE	
R	
A	

WSU1052-CONTR047-1199

Please attach voided check or deposit ticket here.

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