

EASTERN WASHINGTON UNIVERSITY

Office of Controller - Payroll
319 Showalter Hall
Cheney, WA 99004-2445
Ph# (509) 359-2325
Fax# (509) 359-6869

Student Financial Services (SFS)
202 Sutton Hall
Cheney, WA 99004-2448
Ph# (509) 359-6372
Fax# (509) 359-4832

DIRECT DEPOSIT AUTHORIZATION

Name: EWU ID #
Please print in ink

Address: Student? Yes No

City: Phone Number(s):

State: Zip:

THIS DIRECT DEPOSIT AUTHORIZATION APPLIES TO:
(Please choose one or both)

FINANCIAL AID checkbox

PAYROLL (Including work study) checkbox

FINANCIAL AID

PAYROLL (Including work study)

*** (REQUIRED) ***

Attach a Voided check or direct deposit authorization form from your financial institution. If neither is supplied, we will be unable to process your direct deposit authorization.

Checking checkbox

Savings checkbox

FOR PAYROLL DIRECT DEPOSIT ONLY:

- This form must be received in Payroll two (2) weeks before the first payday to be affected.
Your first payment will be a physical check and will be mailed to your residence one (1) work day prior to payday.
Your second payment will be electronically deposited.

Signature: Date:

I authorize EWU to Direct Deposit my paychecks/financial aid checks in accordance with the information provided on this form. I understand that it is my responsibility to ensure that all information is current and correct. All changes must be made in writing.

Full Bank Name:

Attach voided check here

THIS SECTION FOR INTERNAL USE ONLY

Date Entered: Office: Initials: Date Entered: Office: Initials:
Date Audited: Office: Initials: Date Audited: Office: Initials:
Copy Sent to Payroll on: Initials: Copy Sent to SFS on: Initials: