

Direct Deposit Authorization

Tape Here

✓ **Tape a voided check or photocopy of a check for checking account here.
 DO NOT ATTACH A DEPOSIT SLIP.**

Tape Here

<p>Check one of the following</p> <p><input type="checkbox"/> Start</p> <p><input type="checkbox"/> Stop</p> <p><input type="checkbox"/> Change</p>	<p>Effective Date</p> <p><input type="checkbox"/> As Soon As Possible</p> <p><input type="checkbox"/> Future Pay Date</p> <p>____/____/____</p>	<ul style="list-style-type: none"> • Allow 4-5 days for processing after receipt at your campus payroll office. Allowing for processing time, your first check may not be direct deposited. Therefore, it is suggested that you contact your financial institution. • Verify with your financial institution on your pay date that your direct deposit has gone into effect—the institution name will not appear on your earnings statement. • Verify the status of your direct deposit record with your payroll office if you have been off the payroll for more than twelve (12) months. • If you are only changing departments, you do not need to complete a new form.
<p>Please print</p> <p>Name (Last, First Middle Initial)</p>		<p>Social Security Number</p>

SUBMISSION OF THIS FORM MEANS YOUR ENTIRE PAYMENT WILL GO TO THIS FINANCIAL INSTITUTION

Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)

Enter the following information from the bottom of your check:

<p>ABA Bank Routing Number (Must be 9 numbers)</p>										<p>Account Number</p>														
■									■		■									■				
<p>Type of Account</p> <p><input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Checking <input type="checkbox"/> Money Market Investment Requires Submission of ACH form from your broker</p>																								
<p>I authorize the University of Wisconsin to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the University at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the University for distribution. This will delay your check.</p>																								
Date (Mo/Day/Yr)					Employee Signature										Daytime Phone Number									
Home Address					Street					City					State					Zip Code				

Send to appropriate Campus address

Return to the appropriate office:

FOUR YEAR INSTITUTIONS			
UW-Eau Claire	Personnel Services	220 Schofield Hall PO Box 4004	Eau Claire WI 54702-4004
UW-Extension	Payroll & Staff Benefits	432 N Lake St Room 105	Madison WI 53706-1498
UW-Green Bay	Payroll Services	CL835 2420 Nicolet Dr	Green Bay WI 54311-7001
UW-LaCrosse	Human Resources & Diversity	Main Hall Rm 144 1725 State St	La Crosse WI 54601-3788
UW-Madison	Payroll & Financial Services	21 N. Park St, Ste 5101	Madison WI 53715-1218
UW-Milwaukee	Payroll Office	Engelmann 170 PO Box 413	Milwaukee WI 53201-0413
UW-Oshkosh	Personnel Office	Dempsey 328 800 Algoma Blvd.	Oshkosh WI 54901-8601
UW-Parkside	Payroll Office	Tallent Hall Room 202 PO Box 2000	Kenosha WI 53141-2000
UW-Platteville	Payroll Office	1 University Plaza	Platteville WI 53818-3099
UW-River Falls	Payroll/Personnel Office	218 North Hall 410 S 3rd St	River Falls WI 54022-5013
UW-Stevens Point	Payroll	133 Main Bldg 2100 Main Street	Stevens Point WI 54481-3897
UW-Stout	Human Resources/Payroll Office	203 Administration Bldg PO Box 790	Menomonie WI 54751-0790
UW-Superior	Office of Payroll & Staff Benefits	Belknap & Catlin PO Box 2000	Superior WI 54880-4500
UW-System Administration	Human Resources-Payroll Office	780 Regent St Rm 230	Madison WI 53715-2635
UW-Whitewater	Human Resource Services	Hyer Hall, Suite 330 800 W. Main St.	Whitewater WI 53190-1790
TWO YEAR INSTITUTIONS			
UW-Colleges	Payroll & Staff Benefits	780 Regent St.	Madison WI 53708-8680