

How to Route e-Reimbursement Payments to a Different Account than My Paycheck

By default, e-Reimbursement payments are deposited into the same bank account as an employee’s paycheck. If desired, the employee may identify a different account to receive their reimbursements by completing the [Authorization for Direct Deposit of Payroll](#) form and submitting it to your payroll and benefits office. Below is screenshot that highlights the information required to establish the desired changes.

University of Wisconsin Service Center

Authorization
The University of Wisconsin System

Select One: Biweekly Payroll (Classified/LTE/Student/Unclassified) Monthly Payroll (Faculty, Academic Staff, Teaching Assistants)

Employee Information | Please Print

Name (Last, First, MI): _____
Phone Number: _____

Primary Account | This is where your entire paycheck or the balance of your account is deposited.

Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	NET PAY
Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	% OR \$ OF NET DISTRIBUTION _____% or _____%
Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	% OF NET DISTRIBUTION _____% or _____%

Check this box if the entire amount of your direct deposit is ultimately deposited to a financial institution outside of the United States.

Read statement carefully: 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.

Employee Signature: _____ Date: _____ (mm/dd/yyyy)

P100.20110418 Additional Information is on the reverse side.

Primary Account
e-Reimbursement payments are deposited into an employee's Primary Account. If a Second Account is not provided, the employee's paycheck is also deposited into the Primary Account.

Second Account
To deposit payroll checks to a separate account, employees need to provide a Second Account.