

**Western Illinois University
Direct Deposit Authorization
(for use by WIU employees and students)**

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used to transmit payment data, by electronic means to payee's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

<u>Name of Payee (last, first, middle initial)</u>	<u>WIU ID or SSN</u>
<u>Legal Address of Payee</u>	<u>City</u> <u>State</u> <u>Zip</u>

Payroll Deposits:

Account 1 (Default) Checking _____	Savings _____	Account 2 (Optional) Checking _____	Savings _____
9 Digit Routing Number:		9 Digit Routing Number:	
Account Number:		Account Number:	
Name(s) on Account:		Name(s) on Account:	
Bank Name:		Bank Name:	
		Amount:	(If net pay is sufficient)

Other Payments/ Refunds:

Select one of the above Bank Accounts for other WU Payments/Refunds or fill in the blanks below: Account 1 _____ Account 2 _____

Checking _____	Savings _____	Name(s) on Account:
9 Digit Routing Number:		Bank Name:
- Account Number:		

I certify that the information provided on this form is correct. I authorize Western Illinois University to direct payments to the financial institution(s) designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error. This authorization revokes all prior payment direction notifications applicable to these payments and will remain in effect until I authorize a change. I understand that the financial institution designated or Western Illinois University reserve the right to cancel this agreement by notice to me.

<u>Signature</u>	Date:
	Daytime Phone Number:

An email will be sent to your official WIU email address when this has been processed. If you have any questions, please reply to the email, or call 298-1867 for Payroll questions or 298-1811 for WIU Payments/Refund questions .

****Please attach a voided check or deposit slip here****

Please return this form to:

Western Illinois University
Business Services
1 University Circle
Macomb IL 61455
Phone 309.298.1811
Fax 309.298.2811

Entered _____
Initials _____ Date _____