



University of Wisconsin Direct Deposit Authorization

Check one Student Classified Unclassified LTE

- All payments to you from the University will be deposited into the same account at your financial institution.
- Verify with your financial institution on your payday 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 if you have been off the payroll for more than eight (8) months. Check with your staff benefits office to make sure of your status.
- If you are only changing departments, you do not need to complete a new form.
- Allow up to 2 weeks for processing this request.
- Students are not required to have federal work study earnings direct deposited, however the UW strongly recommends direct deposit for your convenience, safety, and security.

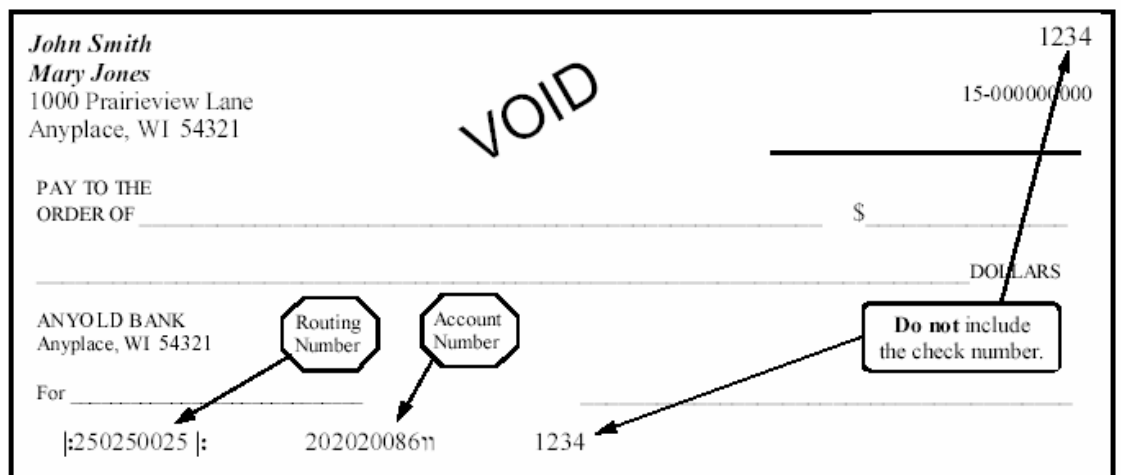
Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change		Effective Date: <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Paydate ____/____/____	
Name (Last, First, Middle Initial)			Social Security Number
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)			
Transit Routing Number (Must be 9 numbers)			Account Number
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Checking <input type="checkbox"/> Money Market Investment (Submit an ACH form from your broker)			
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 me will be returned to the University for distribution. This will delay my check.			
Date (Mo/Day/Yr)	Employee Signature		Daytime Phone Number
Home Address: Street	City	State	Zip Code

If you select to have your payment sent to your:

- **Checking account:** Tape a voided check to the bottom of this form.
- **Savings account:** Contact your financial institution to obtain its transit routing number.
- **Financial brokerage firm:** Attach a copy of the firm's direct deposit instructions/application information to this form.

Attach a voided check or photocopy of a check for checking account.
DO NOT ATTACH A DEPOSIT SLIP.

Return this form to your staff benefits office.



Return to the appropriate office:

UW-Colleges	Payroll & Staff Benefits	780 Regent St., PO Box 8680	Madison WI 53708-8680
UW-Eau Claire	Human Resources	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-La Crosse	Human Resources & Diversity	Main Hall Rm 144 1725 State St	La Crosse WI 54601-3788
UW-Madison	Human Resources – Benefits Services	21 N. Park St., Suite 5101	Madison WI 53715
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 Resources & Diversity	Hyer Hall, Suite 330 800 W Main St	Whitewater WI 53190-1790

UWS-100 10/07