



DIRECT DEPOSIT ENROLLMENT FORM

To enroll in Texas Wesleyan’s direct deposit program, verify with the financial institution that the correct routing and account number is shown on the check. Then, complete this form and submit it to the Office of Human Resources or to the Payroll Office. Supply a voided check (*not direct deposit slip since the routing numbers are different*) for each checking account listed below to ensure funds are deposited correctly.

Important! Please read and sign before completing and submitting.

I hereby authorize Texas Wesleyan University (hereinafter “University”) to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter “Bank”) indicated on this form. Further, I authorize the Bank to accept and to credit any credit entries indicated by the University to my accounts. In the event that the University deposits funds erroneously into my account, I authorize the University to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the University and the Bank have received written notice from me of its termination in such time and in such manner as to afford the University and the Bank reasonable opportunity to act on it.

Name: _____ University ID #: _____
 (please print)

Status: Full-time Faculty Adjunct Staff Student

Signature: _____ Date: _____ Phone: _____

Account Information

You may have up to (3) three accounts. (The last item must be for the remaining amount owed to you.)

1. Bank Name/City/State: _____
 Checking Savings Account Number: _____

I wish to deposit: \$ _____ . _____ or Entire Net Amount

Routing Number: _____

2. Bank Name/City/State: _____
 Checking Savings Account Number: _____

I wish to deposit: \$ _____ . _____ or Entire Net Amount

Routing Number: _____

3. Bank Name/City/State: _____
 Checking Savings Account Number: _____

I wish to deposit: \$ _____ . _____ or Entire Net Amount

Routing Number: _____



DIRECT DEPOSIT SERVICE

Your Pay Goes to the Bank. You Don't.

An employee benefit that takes the banking hassle out of payday.

Direct deposit automatically deposits your paycheck into the bank account(s) you select. You can distribute your pay among as many as three (3) bank accounts (checking, savings, investment accounts, etc.) from different financial institutions. You won't have to stand in annoying check-cashing lines to deposit your pay anymore. Your pay will be in your account(s), ready for immediate use—even if you can't get to the bank.

Direct deposit is

- ❖ **Convenient.** It deposits your net pay automatically to the account(s) of your choice. Direct deposit also eliminates check-clearing delays and makes your money instantly available on payday for withdrawal or check writing—even if you are not in the office on payday!
- ❖ **Safe.** Eliminates the chance of lost, stolen, or damaged paychecks.
- ❖ **Confidential.** Reduces handling by other people.
- ❖ **Reliable.** Provides complete pay stub information and deposit confirmation each payday.
- ❖ **Free.** A complimentary service provided by the University.
- ❖ **Time Saving.** Helps you save one of your most valuable resources—time.

How to Enroll

To sign up for direct deposit, complete the enrollment form and submit it to the Office of Human Resources, (817) 531-4403 or to the Payroll Office, (817) 531-4419.

TAKE ADVANTAGE OF DIRECT DEPOSIT TODAY!