

# Roger Williams University Direct Deposit Authorization Form

Employee Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Local Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

I hereby authorize Roger Williams University to:

**Please check one:**

- Activate a New Direct Deposit (no currently active direct deposits in the system)
- Activate another account in addition to existing Direct Deposits (as indicated below)
- Cancel **all** active Direct Deposits
- Cancel **one** of my active Direct Deposits (as indicated below)
- Cancel **all** active Direct Deposits and **replace** with the new Direct deposit account indicated below.

### Bank # 1

Bank Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_  
(9 digits)

Type of Account:

Checking Account

Savings Account

Amount Directly Deposited:

Full Net/Remaining Amount

Flat Amount: \$ \_\_\_\_\_

### Bank # 2

Bank Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_  
(9 digits)

Type of Account:

Checking Account

Savings Account

Amount Directly Deposited:

Full Net/Remaining Amount

Flat Amount: \$ \_\_\_\_\_

**NOTE: Please attach a voided check for each checking account indicated above.**

I authorize Roger Williams University to deposit all or a portion of my net pay to the bank account(s) as indicated above. If funds are credited erroneously to my account(s) to which I am not entitled, I authorize Roger Williams University to debit (reverse) the erroneous deposit made to my account(s).

I understand there may be a waiting period of up to two pay periods to set up and verify the direct deposit. It is my responsibility to verify the date and amounts of my direct deposits debits before writing any checks or accessing funds. I will not hold Roger Williams University responsible for any bank fees charged for insufficient funds.

I understand that I must notify the Payroll Office immediately before I close the account(s) listed above while the direct deposit is active in the Payroll system.

I understand that the University utilizes electronic payroll advices and that I will not receive a traditional non-negotiable pay stub. I further understand that I may access my paycheck information online through the myRWU web portal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_