

# EASTERN WASHINGTON UNIVERSITY

Office of Controller - Payroll  
319 Showalter Hall  
Cheney, WA 99004-2445  
Ph# (509) 359-2325  
Fax# (509) 359-6869

Student Financial Services (SFS)  
202 Sutton Hall  
Cheney, WA 99004-2448  
Ph# (509) 359-6372  
Fax# (509) 359-4832

## DIRECT DEPOSIT AUTHORIZATION

**Name:** \_\_\_\_\_ **EWU ID #** \_\_\_\_\_  
*Please print in ink*

**Address:** \_\_\_\_\_ **Student?** Yes \_\_\_\_ No \_\_\_\_

**City:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**THIS DIRECT DEPOSIT AUTHORIZATION APPLIES TO:**  
*(Please choose one or both)*

**FINANCIAL AID**

**PAYROLL** (Including work study)

\*\*\* (REQUIRED) \*\*\*

**Attach a Voided check or direct deposit authorization form from your financial institution. If neither is supplied, we will be unable to process your direct deposit authorization.**

**Checking**

**Savings**

### FOR PAYROLL DIRECT DEPOSIT ONLY:

- This form must be received in Payroll two (2) weeks before the first payday to be affected.
- Your first payment will be a physical check and will be mailed to your residence one (1) work day prior to payday.
- Your second payment will be electronically deposited.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I authorize EWU to Direct Deposit my paychecks/financial aid checks in accordance with the information provided on this form. I understand that it is my responsibility to ensure that all information is current and correct. All changes must be made in writing.

**Full Bank Name:** \_\_\_\_\_

Attach voided check here

### THIS SECTION FOR INTERNAL USE ONLY

**Date Entered:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Date Entered:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Date Audited:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Date Audited:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Copy Sent to Payroll on:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Copy Sent to SFS on:** \_\_\_\_\_ **Initials:** \_\_\_\_\_