

Eastern Washington University Request a Payroll Debit Card

Prior to requesting a Payroll Debit Card, please use the following link to review pertinent disclosures related to the Payroll Debit Card option including associated fees and transaction limits:

<https://www.usbankfocus.com/documentLocator?docId=focusblack87265212disclosure>

To request a Payroll Debit Card, please complete the below fields and return this form to the Payroll Department by either (1) Secure electronic submission – go to <https://inside.ewu.edu/financialservices/office-of-controller/payroll/fag/> and follow the “How do I electronically turn in secured documents?” or (2) In-person at 322 Showalter Hall.

IMPORTANT NOTES

First & Last Name – Use legal name. This will be the name printed on the card.

Physical Address – Address at which the employee resides. This cannot be a P.O. Box.

Mailing Address – Address to which the card will be mailed and all written correspondence will be sent. Only complete if mailing address is different than physical address. If mailing address is the same as the physical address, write “Same as physical address” on the lines provided.

Date of Birth – MM/DD/YYYY format. Used for card activation.

State of Employment – State in which the employee resides.

First & Last Name: _____

Physical Address: _____
(Street, Apartment #)

(City) (State) (Zip Code)

Mailing Address: _____
(Street, Apartment #, P.O. Box)

(City) (State) (Zip Code)

Date of Birth: _____

State of Employment: _____

Receiving the Card: Once this completed form is received by the Payroll Department, you should receive your card in the mail in approximately 7 – 10 business days. The card will arrive via UPS.

Card Activation: Once the card is received in the mail, it must be activated. Please follow the activation instructions included in the mailing. Pay loaded onto the card will not be accessible until the card is activated.

Linking Card to EWU's Payroll System: After the card is activated, it must be linked to EWU's payroll system through EagleNet using the below steps:

1. Navigate to EagleNet > Employee > Pay Information > Direct Deposit Allocation > Proposed Pay Distribution > Add New > Select Create New Option.
2. Enter the Direct Deposit Account # and Routing # provided on the first page of the mailed, card welcome letter. Select Checking as the account type. Choose an option from the list for the amount, check the box to authorize EWU to initiate direct credits or debits, and then click Save New Deposit.
3. Once added, the card will show that it is in Prenote status. You will receive a check on this Prenote cycle (the first payroll cycle after entering the card information). Once the card is validated, the status will automatically change to Active status. All future pay will then be deposited onto the card.

By signing below, you consent to receive the required Payroll Debit Card disclosures electronically, and you attest that you have reviewed the required disclosures provided through the link on page one of this form. A paper copy of the required disclosures can be provided upon request.

Printed Name: _____

Signature: _____

Date: _____