

UW Processing Center

Direct Deposit Authorization

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

- Allow several days for processing after receipt at the finance office. Your first check will not be direct deposit.
- Verify with your financial institution on your pay date that your direct deposit has gone into effect—the institution name will not appear on your earnings statement.
- Any changes to your direct deposit, you need to complete a new form.

Please Print

Type of Account

Check on of the following

- START
 STOP
 CHANGE

Effective Date

____/____/____

- CHECKING
 SAVINGS

Name (Last, First Middle Initial)

PAYROLL CHECK WILL GO TO THIS FINANCIAL INSTITUTION

Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)

Enter the following information from the bottom of your check:

ABA Bank Routing Number (Must be 9 numbers)

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Account Number

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I authorize Eden 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 Eden to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by Eden 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 you will be returned to Eden for distribution.

Date (Mo/Day/Yr)

Daytime Phone Number

Cell Phone Number

Employee Signature

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