☐ Student ☐ LTE ☐ Classified Civil Service ☐ Unclassified (Faculty and Academic Staff)

UW-Parkside Direct Deposit Authorization

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

- **Allow 4-5 days for processing after receipt at your campus benefit office. Allowing for processing time, your first check may not be direct deposited, therefore, it is suggested that you contact your financial institution.**
- **Verify with your financial institution on your paydate that your direct deposit has gone into effect—the institution name will not appear on your earnings statement.**
- **Verify the status of your direct deposit record if you have been off the payroll for more than eight (8) months. Check with your Benefits Office to make sure of your status.**
- **If you are only changing departments, you do not need to complete a new form.**
- **If your payroll check will go to your Ranger One Account (HigherOne), you will need to activate this acount for payroll deposit. Your HigherOne Account Number IS NOT your Ranger Card Number. Once activated for payroll deposit, there will be a confirmation page with this account information.**

Please print

Check one of the following	Effective Date
☐ Start	☐ As Soon As Possible
☐ Stop	☐ Future Paydate _____/_____/_____
☐ Change	

Social Security Number/Username ID#

Name (Last, First Middle Initial)

SUBMISSION OF THIS FORM MEANS YOUR ENTIRE **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)	Account Number
⑆	⑈

Type of Account

☐ Checking ☐ Savings ☐ Money Market Checking ☐ Money Market Investment Requres Submission of ACH form from your broker

I authorize the University of Wisconsin 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 the University to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the University 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 the University for distribution. This will delay your check.

Date (Mo/Day/Yr)	Employee Signature	Daytime Phone Number

Please return this form to the Human Resources Office

UW-Parkside Attn: Payroll, 900 Wood Road Box 2000, Kenosha, WI 53141-2000