



Office of Payroll

Direct Deposit Authorization
Effective November 1, 2009, Payroll has gone paperless.
View your pay information using Banner Web (Self Service)

Employee Name \_\_\_\_\_  Payroll  Accounts Payable
WPI/School ID # \_\_\_\_\_ Phone# / E-mail \_\_\_\_\_

FULL PAY OR BALANCE

Checking  Savings  New  Change  Cancel

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

Transit Routing # \_\_\_\_\_ Account # \_\_\_\_\_
(First 9 digits on your check)

FIXED AMOUNT

Checking  Savings  New  Change  Cancel

Bank Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Transit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

FIXED AMOUNT

Checking  Savings  New  Change  Cancel

Bank Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Transit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Please Note:

\*\*\*There have been recent government regulation changes to the payment system rules for direct deposit of payroll. If you receive payroll via direct deposit at a U.S bank then have the entire payroll amount forwarded to a bank in another country please advise the Payroll Office.

- A voided check must accompany this form for verification purposes for checking accounts.
Banks require one pay period pre-notification before an actual direct deposit occurs. During this pay period a check will be produced and held in Payroll for pick up.
Payroll MUST be notified prior to closing your account in order to stop a deposit to a closed account.

I authorize Worcester Polytechnic Institute to deposit my compensation to the above named financial institutions. I understand if funds to which I am not entitled are deposited to my account(s), I authorize WPI to direct the bank(s) to return the funds.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_