

# Roger Williams University Direct Deposit Authorization Form

Employee Name: \_\_\_\_\_

University ID#: \_\_\_\_\_

Local Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

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I hereby authorize Roger Williams University to:

**Please check one:**

- Activate a New Direct Deposit (no currently active direct deposits in the system)
- Activate another account in addition to existing Direct Deposits (as indicated below)
- Cancel **all** active Direct Deposits
- Cancel **one** of my active Direct Deposits (as indicated below)
- Cancel **all** active Direct Deposits and **replace** with the new Direct deposit account indicated below.

### Bank # 1

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

City/State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_  
(9 digits)

Type of Account:                       Checking Account                       Savings Account  
Amount Directly Deposited:         Full Net/Remaining Amount         Flat Amount: \$ \_\_\_\_\_

### Bank # 2

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

City/State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_  
(9 digits)

Type of Account:                       Checking Account                       Savings Account  
Amount Directly Deposited:         Full Net/Remaining Amount         Flat Amount: \$ \_\_\_\_\_

I authorize Roger Williams University to deposit all or a portion of my net pay to the bank account(s) as indicated above. If funds are credited erroneously to my account(s) to which I am not entitled, I authorize Roger Williams University to debit (reverse) the erroneous deposit made to my account(s).

I understand there may be a waiting period of up to two pay periods to set up and verify the direct deposit. It is my responsibility to verify the date and amounts of my direct deposits debits before writing any checks or accessing funds. I will not hold Roger Williams University responsible for any bank fees charged for insufficient funds.

I understand that I must notify the Payroll Office immediately before I close the account(s) listed above while the direct deposit is active in the Payroll system.

I understand that the University utilizes electronic payroll advices and that I will not receive a traditional non-negotiable pay stub. I further understand that I may access my paycheck information online through the myRWU web portal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The following items WILL be accepted for direct deposit verification:**

- 1.) Void Check
- 2.) Account card issued from the bank with your account number
- 3.) Copy of the top of your bank statement with the account number on it. (You can white out or cross out any dollar amounts)
- 4.) Direct deposit letter from your bank with your account number and routing number on it

**The following items WILL NOT be accepted for DIRECT DEPOSIT VERIFICATION:**

- 1.) Deposit Slips
- 2.) Copy of your debit card