

# UWF Direct Deposit

The University of West Florida Direct Deposit Authorization form will start or change deposits for all payments received from UWF Payroll. Employees have the choice to deposit earnings in up to three accounts and in up to three financial institutions.

Below are some examples of how to fill out this form depending on your banking needs.

## Want your money to go to one account?

Under Direct Deposit#1

Check the Full Deposit Box

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Sign and Date the form at the bottom.

## Want your money to go to 2 different accounts?

Under Direct Deposit # 1 - Check the Fixed Amount box and write in the \$ amount you want to deposit.

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Under Direct Deposit#2 – Check the Balance box

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Sign and Date the form at the bottom

## Want your money to go to 3 different accounts?

Under Direct Deposit # 1 - Check the Fixed Amount box and write in the \$ amount you want to deposit.

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Under Direct Deposit#2 – Check the Fixed Amount box and write in the \$ amount you want to deposit.

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Under Direct Deposit #3 – Check the Balance Box

Check whether it is a Checking or Savings Account

Write the Bank Routing Number, the Bank Account Number and the Name of the Bank.

Sign and Date the form at the bottom

## What if I don't have any checks?

Your financial institution will provide you with the correct numbers for direct deposit.

## Where do I find these numbers on my check?

At the lower edge starting at the left side you will see numbers similar to the example below.

⑆123456789⑆ 000098765432⑆



**Notice:** If you receive your payroll via direct deposit at a U.S. financial institution and then have all or part of the payroll amount forwarded to a financial institution in another country please advise Payroll. There are new formatting requirements for these transactions that UWF needs to follow. It will not impact your paycheck.

## Enroll in Direct Deposit Today!

Fill out the Direct Deposit form on next page and return it to UWF Payroll. If you have questions please e-mail [payroll@uwf.edu](mailto:payroll@uwf.edu) or call (850) 474-3169 for more information.

# University of West Florida

## Direct Deposit Authorization Form

Please read and carefully follow instructions. Please be sure your name on this form matches the name on your Form W-4 on file in the payroll office. Your direct deposit will not start if the name does not match.

Please be advised that this form will replace all previous Direct Deposit Authorization Forms on file. **Please fill out in entirety.**

Attach **Voided Check(s)** or bank documentation for verification purposes for **each account** that is **new or being changed**. (Deposit Slips will not be accepted.)

When you attach a voided check or other bank document that verifies the bank routing and account number, we can start your direct deposit with the next processing of payroll. Otherwise, we will process a pre-note to ensure that there are no problems with the routing or account number. During the pre-note process you will receive a paper check.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

UWF ID# \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Direct Deposit #1 (Check One)	New	Change	No Change	Stop
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If choosing one direct deposit, check the "Full Deposit" box. Check the box "Checking" or "Savings" and provide bank routing and account number. If choosing more than one direct deposit, check the "Fixed Amount" box and enter the Fixed Amount of the first deposit of the first bank.

Full Deposit or  Fixed Amount \$ \_\_\_\_\_ Account Type:  Checking  Savings

Bank Routing Number \_\_\_\_\_ Account # \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Direct Deposit #2 (Check One)	New	Change	No Change	Stop
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If choosing 2 direct deposits, check the "Balance" box. Check the box "Checking" or "Savings" and provide bank routing number and account number of the second bank. If choosing more than 2 direct deposits, check the "Fixed Amount" box, enter the amount and check the box "Checking" or "Savings".

Balance or  Fixed Amount \$ \_\_\_\_\_ Account Type:  Checking  Savings

Bank Routing Number \_\_\_\_\_ Account # \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Direct Deposit #3 (Check One)	New	Change	No Change	Stop
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If choosing 3 direct deposits, check the "Balance" box, check the box "Checking" or "Savings" and provide bank routing number and account number.

Balance Account Type:  Checking  Savings

Bank Routing Number \_\_\_\_\_ Account # \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

If you receive reimbursement payments processed through Accounts Payable please indicate which account to use. If no selection is made funds will be deposited to the same account as the balance of your payroll check.

Direct Deposit # 1  Direct Deposit # 2  Direct Deposit # 3

Signature _____ Date _____
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**Agreement:** My signature above authorizes and requests the University of West Florida (UWF) to initiate credit entries and, if necessary, debit entries in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution(s) named. This direct deposit is to remain in effect until withdrawn by (a) me in writing with sufficient notice to UWF to allow adequate time to effect termination; (b) my death or legal incapacity; (c) the financial institution or (d) UWF. It will purge approximately six months after my last wage payment.

Completed Direct Deposit Authorization forms can be faxed to Payroll at (850) 474-3053 or mailed to 11000 University Pkwy. Attn: Payroll Bldg 20E Pensacola, FL 32514. You can also submit the form in person to Payroll located in Bldg 20E. If you have any questions please call the Payroll Office at (850) 474-3169.