

**WESTERN OREGON UNIVERSITY
DIRECT DEPOSIT**

Employee Name (Please Print) _____

Social Security Number or V# _____

• **PICK UP CHECK:**

I will **pick up** my check in the Payroll Office (998012)

Deposit my check into my: **Checking Account** **Savings Account**

This is an international account **OR** I have instructions with my domestic bank to deposit these funds in their entirety to a bank account outside the U.S. (*Check this box if funds will be deposited directly or subsequently to a bank or financial agency outside the United States*)

*I consent to receiving my direct deposit electronic earning statement in an electronic format; _____
Earning Statements will be available at Wolf web for employees after the 24th of each month. Initial*

*I am unable to receive my earning statement electronically. Please send it to my department. _____
initial*

• **PRENOTE INFORMATION:**

Prenote date: _____ Direct Deposit Effective Date: _____ Manual check date: _____

Prior to the Direct Deposit effective date, I will pick up my check(s) in the Payroll Office with photo ID.

I wish to **stop direct deposit** for Payroll Accounts Payable
I will pick up my check in the Payroll Office (998012) **check will be mailed**

I hereby authorize the State of Oregon to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. I have attached a **Voided Check** for my checking account or a **Savings Deposit Slip** for my savings account from my financial institution. This authority will remain in effect until I have cancelled it in writing with the Payroll Office. This will be in addition to or supersede all previous direct deposit designations.

Employee signature _____ Date _____



WE SUGGEST THAT YOU CHECK YOUR NET PAY EACH MONTH ON WOLF WEB OR AT YOUR FINANCIAL INSTITUTION.

GXADIRD _____ **PEAEMPL** _____ **Date** _____ **INTL** _____