

### Authorization for Direct Deposit of Payroll

The University of Wisconsin System distributes pay to the direct deposit accounts you designate below or through the Focus Pay Card.

<b>Select One:</b> <input type="checkbox"/> Biweekly Payroll (Classified/LTE/Student/Unclassified Hourly appointments) <input type="checkbox"/> Monthly Payroll (Faculty, Academic Staff, Teaching and Research Assistant appointments)	<b>Effective Date:</b> <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Pay Date: _____
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**Employee Information** | You are **highly encouraged to complete this form online, print, and sign it;** or **please print legibly** to prevent delays.

Name (Last, First, MI): _____	Payroll Empl ID OR Social Security Number (Last 4 Digits Only): _____
Phone Number: _____	Email Address: _____

**Primary Account | Required:** Your paycheck or the balance is deposited in this account after the % or \$ amount is deducted from the accounts listed below.

Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	<b>NET PAY</b> (Balance)
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**Second Account | Optional:** Use to designate a percentage or dollar amount for an account other than the primary. **% OR \$ OF NET DISTRIBUTION**

Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	_____ %  <b>or</b>  \$ _____
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**Third Account | Optional:** Use to designate a percentage or dollar amount for an additional account. **% OR \$ OF NET DISTRIBUTION**

Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	_____ %  <b>or</b>  \$ _____
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Check this box if the entire amount of your direct deposit is ultimately deposited to a financial institution outside of the United States.

**Read statement carefully:** 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 (see back for details).** 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.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)

**For Office Use Only** Identification verified by (Name): \_\_\_\_\_ Date: \_\_\_\_\_

## Direct Deposit of Payroll

**Note: Student Hourly employees are required to sign up for direct deposit as a condition of employment.**

As an employee of the University of Wisconsin System, you are provided the convenience and security of having your pay automatically deposited into your personal bank, credit union or financial institution account.

Automatic deposit of your pay into the personal account of your choice means you can:

- Be assured your pay will be deposited on payday even when you are on vacation or out of town.\*
- Eliminate the danger of lost or stolen pay cards.

**\*While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. It is strongly recommended that you check with your financial institution to determine when your funds will be available.**

You may choose up to **three (3) accounts**, savings and/or checking, to have your pay directly deposited as long as the following conditions are met:

1. Your financial institution(s) is located in the USA or Puerto Rico and is a member of the Automated Clearing House Association (ACHA); and
2. 100% of your net pay is committed to direct deposit.

## Tips on Providing Checking Account Information

Check Example:

1 23456789 1	700012498 11	1001
<b>Routing Number</b> <b>(Exactly 9 digits)</b>	<b>Account Number</b>	<b>Check Number</b>

Do not include your check number, which appears to the right of both your Routing Number and your Checking Account Number. Your check number will match the number printed at the upper right corner of your check. **Do not use the routing number at the bottom of a deposit slip as this number may not be correct.**

It is recommended that you check with your financial institution to verify the routing number for direct deposit. Incorrect routing and account information may cause a delay in receiving your funds.

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This layout applies only to personal checking accounts and not to money market accounts. You will need to contact your money market advisor to get the necessary information for a money market account.

## Common Questions about direct deposit:

### **How do I know that a deposit has been made to my account?**

Your earnings statement will show how much you have earned, a detail of your deductions, and how much has been deposited to your account(s). Your financial institution will show the deposit on your monthly statement.

### **Where do I find my earnings statement?**

Your earnings statement can be found in the Payroll Information app in the MyUW portal located at <https://my.wisconsin.edu/>. UW-Madison employees should use MyUW Madison at: <https://my.wisc.edu/>.

### **When will direct deposit begin?**

The first pay period after the Payroll Office receives your direct deposit authorization form. Keep in mind that most payrolls are processed up to one week prior to the actual pay date. Please verify with your financial institution on your pay date that your direct deposit has gone into effect.

### **When will my pay be deposited into my account?**

Your pay will be deposited into your account(s) on your pay day. Funds will not be available prior to that date.

### **What do I do if I want to change financial institutions or accounts once I am enrolled in the program?**

If you change your financial institution or account, you must complete a new authorization form as soon as possible. You must include all of your accounts on the new form, even those accounts for which you are not making changes. For these accounts, simply provide the required information and check the "No Change" box.

### **What will happen to my direct deposit if I cancel my account with my financial institution but don't cancel my direct deposit with the University of Wisconsin prior to the payroll being processed?**

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the University of Wisconsin System by the financial institution. A pay card or paper check will then be issued. This may delay your payment.

### **Can I direct deposit my pay into more than one financial institution account?**

Yes. If you choose to direct deposit into two or three accounts, you must designate one account as your primary account and the others as a second and third account. The second and third accounts will require either a fixed amount or a percentage of net pay. Your pay will be split into the multiple accounts with the fixed and or percentage amounts deposited first and all remaining pay deposited to the primary account (unless 100% of your pay is deposited into the second and third accounts).

### **Does it matter whether I designate my savings account as my primary account?**

No. You may direct deposit into a checking or savings account, or any combination of up to three accounts.

### **If I have been gone for a period of time (or terminated employment) and return to work, do I need to complete a new form? (Examples: leave of absence without pay, sabbatical leave, etc.)**

Possibly. Your direct deposit will remain active for up to fifteen months with **no** payroll activity. After that period of time all direct deposits will be inactivated and new forms will be required. **Please note:** If your financial institution or account numbers have changed, it is imperative that you submit a new direct deposit form.

### **Do I need to submit a new direct deposit form if I am changing departments?**

No, your existing authorization form will remain in force.

### **Why would my direct deposit not be processed?**

Possible reasons the entry of this information may be delayed:

- Writing is illegible.
- Missing data.
- Primary Account Net Pay amount is less than full Net Pay and missing Second Account information.
- Form received too late for processing prior to bi-weekly or monthly final payroll calculation
- Your completed form is received by email.
- Form has not passed campus identity validation.

### **Where do I submit my completed form?**

UW-Madison employees should submit their form in person to: Office of Human Resources  
21 N. Park St., Suite 5101  
Madison, WI 53715

All other employees should submit their completed form to their central payroll office:

<https://www.wisconsin.edu/ohrwd/hr/contact/>