[ ] **Start** [ ] **Change** [ ] **Cancel**

Authorized Agreement for Automatic Deposits

FINANCIAL INSTITUTION: (Please print clearly)

Bank Name _____ Address _____

City _____ State _____ Zip _____ Phone_____

Transit/ABA # (Routing #)_____

Checking Acct # _____ [ ] Total Amount or [ ] Flat Amount_____

Savings Acct # _____ [ ] Total Amount or [ ] Flat Amount _____

EMPLOYEE INFORMATION: (Please print clearly)

Name _____
Last, First M.

Employee ID # _____ AND/OR Social Security #_____

Employee status: _____Admin/Hourly Staff/Faculty _____CAS Adjunct _____CAPS/CGS Adjunct _____Student

I hereby authorize Indiana Wesleyan University to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my Financial Institution named above. By signing this form I confirm this information is correct. **I acknowledge if my direct deposit is rejected due to inaccurate information provided by me it may be 7-10 business days before I receive my funds.** This authority is to remain in full force and effect until Indiana Wesleyan University has received written notification from me of its termination in such time and in such manner as to afford IWU and Financial Institution a reasonable opportunity to act on it.

Date _____ **Signature**_____

You must verify your routing number and account information at your financial institution. You must obtain **one** of the following: (1) a signature from a bank representative, (2) attach a direct deposit form from bank (not a personal savings deposit ticket) or (3) write the name and phone number below of the person who confirmed the information above on the phone. Forms turned in without this information will be returned to the sender**.**

As a bank representative, I verify the routing and account information provided above is accurate.

Date_____ **Financial Representative Signature** _____

(TAPE VOIDED CHECK HERE)

Return form to:

Indiana Wesleyan University
Attn: Payroll Department
4201 S. Washington St.
Marion, IN 46953

Fax (765) 677-2894

You may reach a Payroll staff member at one of the following:

CAPS / CGS Adjuncts (765) 677-2679

Administrative, Staff & CAS Adjuncts (765) 677-1663

Student Employees (765) 677-2410

Payroll Manager (765) 677-2121