

**Students Please READ carefully: you must either fill out the form on the back of this page or sign up for direct deposit on-line with “Self-Serve banking” on the RWU website**

- 1.) Go to [www.rwu.edu](http://www.rwu.edu)
- 2.) Click on Current students, RogerCENTRAL, enter your user name and password
- 3.) On Self-Service Menu, click Employee, Banking Information
- 4.) Click “Add an Account” in the upper right hand corner
- 5.) Follow instructions for completion **(Please note: your debit card number is not your account number)**

**Please note: you will not be able to sign up for direct deposit in RogerCentral until you are added as an employee.**

**If you prefer to use the paper form on the back of this page, please note the following:**

**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

# Roger Williams University Direct Deposit Authorization Form

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

**NOTE: Please attach acceptable documentation, as noted on the reverse, for each account indicated below.**

I hereby authorize Roger Williams University to:

**Please check one:**

- Activate a New Direct Deposit (no 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.
- Reinstate** current Direct Deposit account (include account number and name of the bank).

## 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.

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