CONCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

Direct Deposit Form

_____ _____ _____ F 0 0 __ __ __ __ __ __

Last Name *(Please Print)* **First Name** **Middle Initial**

This Direct Deposit is for <u>payroll, accounts payable, and cash release</u>
**If you do not want for all three please specify here (circle):

Payroll **Accounts Payable** **Cash Release**

Bank Name: _____

Bank Phone Number: _____

Checking Account: ***PLEASE ATTACH VOIDED OR CANCELED CHECK (no deposit tickets)***

Account Number: _____

Transit Routing Number: _____

<u>OR</u>

Savings Account: ***PLEASE VERIFY ACCOUNT INFORMATION FROM BANK PERSONNEL***

Account Number: _____

Transit Routing Number: _____

Name of Bank Personnel: _____

I authorize Concordia University and the Financial Institution listed above to initiate Electronic Deposit each pay period/accounts payable payment/cash release request payment as follows. I understand that the Electronic Deposit will begin after returning this completed form to the Human Resources/Accounts Payable Department, assuming valid account and bank routing information has been provided. ***I will notify Concordia University upon any change in the information provided.***

Deliver to **Accounts Payable Office** or **Human Resources (S104)**

<u>OR</u>

Email: **cashrelease@cuw.edu** or **humanresources@cuw.edu**

_____ _____

Signature Date