

WCSC PAYROLL DIRECT DEPOSIT ENROLLMENT

I understand and agree to the following:

- I select direct deposit for disbursement of my pay.
- I hereby authorize WCSC to initiate direct deposit credit entries to the account(s) listed on this form.
- If I change or terminate my account(s) without notifying WCSC in a timely manner, I understand that my pay may be delayed.
- If the direct deposit information I provide to WCSC is incorrect, I understand that my pay may be delayed.
- I understand it is my responsibility to verify with my bank that funds have been deposited prior to writing checks or approving debits against the deposit.
- This enrollment is effective on the next available payroll processing date and will remain in effect until WCSC receives notice of change by me or my financial institution or until all payroll payments are made resulting from my employment ending at WCSC.
- **This form replaces any earlier Direct Deposit elections and includes all accounts to which I am directing funds.**

I authorize WCSC to disburse my pay according to the accounts designated below. I understand that I can change my pay selection at any time in the future. If funds to which I am not entitled are deposited to my account, I authorize debits from my account and the return of such funds. I certify that I have read, understand, and agree to the terms of this enrollment.

SIGNATURE

DATE

PRINTED NAME

LAST 4 DIGITS OF SSN

DIRECT DEPOSIT ACCOUNTS:

1	Bank Name _____ Routing Number _____ Account Number _____	Account Type Checking Savings	Amount \$ _____ Net Pay
2	Bank Name _____ Routing Number _____ Account Number _____	Account Type Checking Savings	Amount \$ _____ Net Pay
3	Bank Name _____ Routing Number _____ Account Number _____	Account Type Checking Savings	Amount \$ _____ Net Pay
4	Bank Name _____ Routing Number _____ Account Number _____	Account Type Checking Savings	Amount \$ _____ Net Pay

Attach (1) a voided check or (2) a statement from your financial institution that contains your name, bank routing number, account type, account number, and last 4 digits of your social security number. Please contact the payroll office with any questions.

