

<b>WWU ID:</b> W	<b>Name (Last Name, First Name MI):</b>	<input type="checkbox"/> Student <input type="checkbox"/> Non-Student
<b>Social Security Number:</b>		<b>Phone #:</b> (     )
<b>I authorize EFT deposits to the following account:</b>		
<input type="checkbox"/> To CHECKING	<input type="checkbox"/> To SAVINGS	<b>Account Number:</b>
<p>In accordance with RCW 43.08.085, I hereby authorize and request Western Washington University, until this authorization is revoked, to transfer the full amount of my wages, after mandatory and authorized optional deductions, to the designated financial institution for deposit in my account.</p> <p>If any action taken by me, without adequate notification to Payroll Services, results in non-acceptance of the transfer by the designated financial institution, I understand that Western Washington University assumes no responsibility for processing supplemental payroll payments until the funds are returned to Western Washington University by the financial institution.</p> <p>In the event there is an error made in my wages that results in an overpayment, the following procedure will be implemented:</p> <ul style="list-style-type: none"> <li>a) If time permits, the banking system will be notified, the EFT will be canceled and a manual check will be processed. Payroll Services will notify me prior to payday that I do not have an EFT.</li> <li>b) If the funds cannot be returned through EFT, Payroll Services will notify me and request return of the funds within three working days of notification. Funds not voluntarily returned by me will be deducted in full from my next paycheck(s). Involuntary recovery of funds will result in permanent cancellation of EFT privileges.</li> </ul>		
<b>➔ I have read (both sides) and agree to the terms and conditions stated in this enrollment form.</b>		
<b>Student Signature:</b>		<b>Date:</b>
<b>Return completed form to the Human Resources - Payroll • Administrative Center B/MS5221 • 516 High St • Bellingham, WA 98225-5996</b>		

*Do not write in this box – WWU staff use only.*

Bank Number (ABA): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type(C/S): \_\_\_\_\_

Date Entered: \_\_\_\_\_

Entered By: \_\_\_\_\_

Staple blank, voided check or savings deposit slip here

- The voided check must be preprinted with the bank imprinted account number on it.
- A blank voided check provides our accounting department with the correct account number and routing number.
- If depositing to savings account only, a savings deposit slip may be substituted for a voided check.
- If your bank account is with **NORTH COAST CREDIT UNION**, you must have your bank complete the Bank Number (ABA) and Account Number in the above section.

# Western Washington University

## Instructions for Completing the Electronic Funds Transfer (EFT) Of New Wages Form

Western Washington University offers to electronically transfer your net wages to your bank account each payday under the following conditions:

1. This form must be completed (see reverse side) and returned to Payroll Services (Administrative Center B/Mailstop 5221). Enrollments will be processed on the first pay date available.
2. Once you submit this enrollment form, a CHECK will be generated the first 1-2 pay periods. This allows time to verify that all the information, such as your account number, is accurate.
3. When your EFT becomes active, your net paycheck amount will be electronically transferred into your bank account. (NOTE: Financial institutions reflect EFT deposits in various ways on their monthly account statements.) Do not assume your EFT is active until you have received your earnings statement or have checked your bank account.
4. Earnings statements for FACULTY, STAFF AND ADMINISTRATORS will be distributed by your department on payday. Earnings statements for STUDENTS and TEMPORARY HOURLY EMPLOYEES will be distributed at the University Cashier (OM 245) on payday.
5. Any change in your bank account number or bank will result in the EFT process being stopped. To restart the process, you must go through the procedure outlined in #1-3 above. Once again, a CHECK will be generated 1-2 pay periods after re-application and restart. Net wages will be electronically transferred once the EFT becomes active.
6. Failure to notify Payroll Services of any change you make to your bank account number before a payroll runs will result in the bank refusing your funds and cancellation of EFT. The university assumes no responsibility for processing supplemental payroll payments until the funds are returned to the university by your financial institution.
7. In the event that the EFT submission deadline cannot be met due to payroll failure, a manual check will be produced and you will be notified through you department prior to payday.
8. It is the employee's responsibility to verify the pay amount on the earnings statement and to notify Payroll Services immediately of any error(s).
9. Attach a voided check to this form.