



Sign up for Direct Deposit via Web4U

In a continuing commitment to environmental sustainability, Western is pleased to offer the opportunity for employees to enroll in direct deposit **AND** receive their W-2 electronically!

Benefits

- Quick
- Convenient
- Secure
- Simple
- Reliable

Instructions

- Log on to [Web4U](#)
- Click on the "Employee" tab
- Click on "Pay Information"
- Click on "Direct Deposit Enrollment"
- Click on "Instructions"

While you're in Web4U, go back to the **Employee tab** to sign up to receive your W-2 electronically.

- Click on "Tax Forms"
- Click on "Electronic W2 Consent"
- Put a check box next to "Consent to receive W-2 electronically"

It's that easy!

Note: if you would still prefer to sign up using our Direct Deposit enrollment form, complete the back page and return to Human Resources, MS 9054



Authorization for Electronic Funds Transfer (EFT) of Wages

Human Resources – Payroll Services

HU 203, MS 9054 (360) 650-3774

1. Clearly complete the information below:			
_____	_____	_____	_____
Last Name	First Name	MI	Date of Birth
_____	_____		
W# or last 4 of SSN	Phone Number	<input type="checkbox"/> Student Employee	<input type="checkbox"/> Non-student Employee
2. Name of Financial Institution _____			
<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account			
3. Attach a voided check (for checking account routing) or a deposit slip (for savings account routing).			
4. If you do not have a check or deposit slip, complete the section below. Please confirm with your bank that the numbers you are providing are accurate for direct deposit.			
5.			
BANK ROUTING NUMBER _____			
BANK ACCOUNT NUMBER _____			
Note: this is not your credit or debit card number			
6. Your direct deposit will begin on the next available pay date after the form has been processed by HR/Payroll Services.			
7. Earnings statements will be sent to your Western email in a password protected form. To receive paper statements instead, please complete a "Direct Deposit Earning Statement Electronic or Paper Selection" form at https://esign.wvu.edu/admcs/process/forms/HR/DD.aspx			
8. To change your account number or bank, go to Web4U or fill out a new direct deposit request form. Send your completed form to Payroll Services, MS 9054.			
9. To cancel direct deposit, go to the Human Resources website, click on Forms, and submit the "Cancel Direct Deposit" electronic form.			
Terms and Procedures			
<ul style="list-style-type: none">• In accordance with RCW 43.41.180, 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.• 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.• In the event that the employer may be legally obligated to withhold any additional part of my salary payment for any reason, I understand that the employer shall have the authority to immediately terminate any transfer made under this authorization.• If the electronic transmission for this authorization for any reason results in an overpayment of salary or wages actually due and payable to me, I hereby authorize the employer to either withhold a sum equal to the overpayment from my next salary payment or seek full reimbursement by whatever means is appropriate.			

Signature _____ Date _____