

**WIDENER UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION FORM**

I hereby authorize Widener University to initiate an electronic transmission to my account at the financial institution indicated below. I request that 100% of my NET PAY be deposited to this account. I understand this authorization applies to both credits (deposits) authorized herein and debits (withdrawals) required to correct overpayments previously deposited to which I am not entitled. This authority is to remain in force until Widener University has received written notice of my intention to revise this election and has been given reasonable opportunity to act on my request.

In order to establish Direct Deposit, it is necessary to obtain your banking institution's routing number and account number. If you require any assistance with these numbers, please contact your financial institution. Please complete the following:

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Please check one of the following:

CHECKING ACCOUNT

SAVINGS ACCOUNT

EMPLOYEE'S NAME: _____

WIDENER ID NUMBER: _____

TELEPHONE NUMBER: _____

I understand that I will NOT receive a paper copy of each pay statement but will be able to view and print a copy of my pay statements from myWidener

Signature

Date

Employee is responsible for entering banking information directly into myWidener after payroll advises that access is opened. This document will be used as back up to information entered directly into the system via self-service. Instructions for entering direct deposit are available on the Payroll Office page in the documents section. Please contact Payroll with any questions regarding this.