

ABOUT DIRECT DEPOSIT

- ❖ **Confidential:** Direct deposit is covered by a number of Federal regulations designed to safeguard the integrity of your account.
- ❖ **Convenient:** Your paycheck is automatically deposited in the account(s) you select. You may distribute your pay among multiple accounts (checking, savings, Christmas clubs, investment accounts, etc.) at different financial institutions. Your pay will be deposited on payday, and ready for your immediate use, even when you are on vacation or out of town.
- ❖ **Safe:** Direct deposit eliminates the danger of lost, stolen, or forged checks. Through the University's paperless pay provider (<https://my-estub.com>) an electronic version of your pay advice with pay and deposit information is available online via a secure website, via email as a password protected PDF document, or via text message sent to your cell phone.

ENROLLMENT IS EASY!

Complete the Direct Deposit authorization, and attach the appropriate account information verification. You may deposit your paycheck in up to 6 different accounts. For instance, you would like to deposit part of your check to a Christmas club at your Credit Union, part to a savings account at your bank, and part to your checking account. As an example, you would specify on the enrollment form to deposit \$XX to your Christmas club and \$XX to your savings account. The remainder (net) of your pay will be deposited to your checking account (Primary Account).

The electronic funds transfer system requires a pre-note process in which account numbers and types of accounts must be verified by the receiving financial institution before we will transmit direct deposit data to them. Therefore, new authorizations should be in the Payroll Office at least four weeks prior to the pay date the authorization is to take effect.

Below is a sample check indicating what each series of numbers represents. Do not include your check number, which appears to the right of both your routing number and your checking account number. Do not use the routing number at the bottom of a deposit slip as this number may not be correct. **You will need to contact your money market advisor to get the necessary information for a money market account.**

John Smith
Mary Jones
1000 Prairieview Lane
Anyplace, WI 54321

VOID

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

ANYOLD BANK
Anyplace, WI 54321

For _____

Routing Number: 250250025 | Account Number: 20202008611

1234

Do not include the check number.

SAVE TIME! ENROLL TODAY!