THE GEORGE WASHINGTON UNIVERSITY AUTHORIZATION FOR DIRECT DEPOSIT

GW Finance Division

Name:		GWID:			
E-mail:		Daytime phone number:			
New Enrollment	Adding an account	Change existing	Cancel D	virect Deposit	
CHOOSE YOUR METHO	D OF DIRECT DEPOSIT:				
I request my payroll deduction / direct deposit be placed in the following account(s):					
BANK / CREDIT UNION ABA Routing number NAME (always 9 digits)		Account number		DEDUCTION AMOUNT /NET PAY	TYPE OF ACCOUNT
			Amou	Amount: \$ Checking	
			Net/R	Net/Remaining pay	
			Amount: \$ Checkir		Checking
			Net/R	emaining pay	Savings
PLEASE PROVIDE A VOIDED CHECK FOR EACH CHECKING ACCOUNT LISTED ABOVE IF AVAILABLE.					
PAYCARD				DEDUCTION AMOUNT/NET PAY	
Financial Institution Na	me: MetaBank			Amount: \$	
Routing Number:	124085244			Net/Remaining pay	
Direct Deposit Account Number: 353					
(Card ID on front of envelope)					
Note: You can access and update your direct deposit information on-line at GWEB: <u>https://banweb.gwu.edu;</u> under Employee information/ Pay information/ Modify Direct Deposit					
Instructions for completing the attached form: To make the form valid, please complete: 1. The Employee Information 2. Select the type of modification. 3. Fill in your Transit/ABA and Account # * Routing numbers are always 9 digits (no letters) and must start with: 01 – 15, 21 – 32, 61 – 72. * Account number: Please ensure that all numbers entered are part of the account number including zeros but do NOT include the check number. 4. Enclose a voided check (or printed deposit slip for a savings account deposit). If you do not have checks, you may get the information from your online banking or your bank. 5. Indicate whether you are requesting your net pay or a specific dollar amount to be deposited. 6. Sign and date the form.					
Where to send the completed for	m:				
E-mail: payroll@gwu.edu Fax: (571) 553-4406 Drop off: FSSC, Center For Career Services, or Payroll Services Mail: Payroll Services 45155 Research Place, Suite 155 Ashburn, VA 20147 Contact Payroll Services at (571) 553-4277 if there are any questions. I understand the direct deposit file is often created a week in advance and cancellations/changes may not take effect until the next pay cycle. I authorize GW Payroll Services to deposit my payments to my financial institution electronically. I further understand that GW Payroll Services will reverse any payments made to my account in error. I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform GW Payroll Services.					

Employee Signature (Electronic signature or employee signature only)

Date

Please attach a voided check (checking account deposit) or a printed deposit slip (savings account deposit) if available