

CONCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

Direct Deposit Form

_____ F O O _____
Last Name (Please Print) First Name Middle Initial

This Direct Deposit is for payroll, accounts payable, and cash release

**If you do not want for all three please specify here (circle):

Payroll Accounts Payable Cash Release

Bank Name: _____

Bank Phone Number: _____

Checking Account: PLEASE ATTACH VOIDED OR CANCELED CHECK (no deposit tickets)

Account Number: _____

Transit Routing Number: _____

OR

Savings Account: PLEASE VERIFY ACCOUNT INFORMATION FROM BANK PERSONNEL

Account Number: _____

Transit Routing Number: _____

Name of Bank Personnel: _____

I authorize Concordia University and the Financial Institution listed above to initiate Electronic Deposit each pay period/accounts payable payment/cash release request payment as follows. I understand that the Electronic Deposit will begin after returning this completed form to the Human Resources/Accounts Payable Department, assuming valid account and bank routing information has been provided. ***I will notify Concordia University upon any change in the information provided.***

Deliver to **Accounts Payable Office** or **Human Resources (S104)**

OR

Email: **cashrelease@cuw.edu** or **humanresources@cuw.edu**

Signature

Date