To sign-up for direct deposit, follow the instructions below for completing the attached form

1. Fill in the following information of the Direct Deposit Authorization form.

* Your Name
* Your daytime telephone number
* Your GWID or SSN#
* E-mail address
* Select the type of modification
* Fill in your Transit/ABA and Account # (You may have more than one account)
* Indicate whether you are requesting your net pay or a specific dollar amount to be deposited.

2. Sign and date the form.

3. Enclose a voided check (or printed deposit slip for a savings account deposit).

4. Return the completed form to:

Payroll Services
45155 Research Place, Suite 155
Ashburn, VA 20147

OR

You may also fax the completed form to Payroll at (703) 726-4406.

You can also change your direct deposit on-line at GWEB: https://banweb.gwu.edu

Contact Payroll Services at (703) 726-4277 if there are any questions.

THE GEORGE WASHINGTON UNIVERSITY
AUTHORIZATION FOR DIRECT DEPOSIT

Employee Name (please type or print) _____ Daytime telephone _____ GW Id # _____

E-mail _____

☐ **NEW ENROLLMENT** ☐ **CHANGE EXISTING** ☐ **CANCEL DIRECT DEPOSIT**

You may setup multiple accounts for direct deposit:

Account # 1

Transit Routing Number/ABA ☐☐☐☐☐☐☐☐☐ ☐ Checking

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ Savings ☐ Net/Remaining pay ***or*** $_____ Amt.

Account # 2

Transit Routing Number/ABA ☐☐☐☐☐☐☐☐☐ ☐ Checking

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ Savings ☐ Net/Remaining pay ***or*** $_____ Amt.

Account # 3

Transit Routing Number/ABA ☐☐☐☐☐☐☐☐☐ ☐ Checking

Account Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ Savings ☐ Net/Remaining pay ***or*** $_____ Amt.

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 <u>is not</u> 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 _____ Date _____

Please attach a voided check (checking account deposit) or a printed deposit slip (savings account deposit) **Updated: 4/16/12**