

DIRECT DEPOSIT

■ start something **big**

- Your paycheck can be mailed to your home or you may choose Direct Deposit. You have to authorize this in writing.
 - To receive your check at home, fill out the Paycheck Mail Out Form and submit it to the Payroll Office.
 - To enroll in Direct Deposit, fill out the Direct Deposit Authorization and attached a voided check or direct deposit authorization form from your financial institution. Submit the paperwork to the Payroll Office.
- ✓ These forms must be received in Payroll two (2) weeks before the first payday to be affected.
 - ✓ Your first payment will be a physical check and will be mailed to your local residence one work day prior to payday.
 - ✓ If forms are received in a timely manner, your second payment will be electronically deposited.

<https://access.ewu.edu/payroll>

