

# Direct Deposit

## What you need to know

Most faculty and staff appreciate the convenience of receiving their paychecks via direct deposit. Authorization for direct deposit is required, which you provide by completing and turning in the form along with a voided check or direct deposit authorization form from your bank, credit union, or other financial institution.

You were provided with a direct deposit sign-up form along with the rest of your new faculty personnel paperwork. If you already submitted the form and voided check as part of your new hire paperwork packet, then Human Resources has forwarded the form to our Payroll Office for processing.

Otherwise, the form and voided check should be sent directly to Payroll, 319 Showalter Hall, Cheney, WA 99004; fax 509-359-6869; email [payroll@ewu.edu](mailto:payroll@ewu.edu).

Please note the following important details:

- ➔ Your first paycheck will be a physical check which will be mailed to your local residence, one work day prior to payday.
- ➔ Payroll needs two (2) weeks to process a direct deposit request. Why so long? They have to set up the routing to your financial institution, and receive a confirmation back, before sending out your paychecks via direct deposit.

More information may be found here:

<https://sites.ewu.edu/financialservices/office-of-controller/payroll>

Payroll forms may be found here:

<https://sites.ewu.edu/financialservices/office-of-controller/payroll/forms>

Form include: Direct Deposit Authorization, Address Change Form, and Paycheck Mail Out Form (if you do not wish to sign up for direct deposit).