

Baldwin Wallace University – Student Direct Deposit Form

1. New Student Employee

100% of pay to Bank Account

100% of pay to BW Billing Account

Split Pay:
(Note: Must equal 100%)

_____ % of pay to BW Billing Account

_____ % of pay to Bank Account

If choosing a Bank Account option, please provide Bank Account Information below.

2. Current or Previous Student Employee

(Please select all changes that apply below)

Do you want to change your **BANK ACCOUNT** information?
(complete section 3)

OR

Do you want to change your **BW BILLING ACCOUNT** information?
(complete below)

Account Percentages:
(Note: Must equal 100%)

_____ % of pay to BW Billing Account

_____ % of pay to Bank Account

3. Bank Account Information

Bank Name _____

Routing/Transit ABA Number _____

EXAMPLE: 041000124

Bank Account Number _____

Checking

Savings

I authorize BWU and/or the banking institution listed above to deposit my net pay into my account each pay date. If funds to which I am not entitled are deposited to my account, I authorize BWU and/or the banking institution to return said funds to BWU. I understand that my deposit may not be credited to my account until 5:00PM on the pay date indicated on the check voucher. I further understand that it is my responsibility to verify that funds have been directly deposited into my account prior to expending those funds.

Signature: _____

Date: _____

Name: _____

Student ID #: _____

Email: _____

Last 4 digits of Social Security #: _____

Please complete and return this form to the Student Employment Center located in 211 Bonds Hall.