



Payroll Office

Dear Employee,

Winthrop University requests that all employees have their payroll amount direct deposited into the bank account(s) of their choice. Please complete the information below to indicate where to deposit the payroll amount. **A voided personal check must be attached in order to verify the pertinent bank information.**

Winthrop employees who do not currently have a bank account may contact the Payroll Office, Room 21, Tillman Hall (803) 323-2600 ext 2271 for additional information. Arrangements for direct deposit must be made within 30 days after hire or notification from the Payroll Office.

Employee Name _____ Campus ID# _____

Name of Bank #1 _____

Amount to be deposited each payroll \$ _____ or Entire Check

Name of Bank #2 _____

Amount to be deposited each payroll \$ _____

(Note: The full payroll amount may be deposited into one account; or a set amount may be deposited into one account with the balance deposited into a second account.)

I authorize Winthrop University to initiate deposits into my banking account(s) as indicated above and I also authorize the banking institution to credit the same amount to such account(s). In the event of an overpayment to my account, I authorize Winthrop University to make an adjusting debit entry to my account up to the amount of the overpayment.

The authorization below will remain active until Winthrop University has received written notification from me to terminate.

Signature of Employee

Date

Email Address: _____