

RETURN THE COMPLETED TO THE PAYROLL OFFICE

**DIRECT DEPOSIT**



Wilmington University  
320 Dupont Highway  
New Castle DE 19270  
Phone:(302) 328-9401  
Fax: (302) 328-8871

Name: \_\_\_\_\_  
(print or type)

SSN: \_\_\_\_\_

Bank Name	Bank Trans ABA Number	Bank Account Number	Type of Account Indicate: Checking or Savings	Indicate Deposit Amount (only if between 2 accounts)

**Please complete all information in full. Payroll will not be able to process this request without all information.** If you are unsure of your bank's Trans ABA Number or which account number to use, please check with your bank before forwarding this request to the Payroll Office.

**--FOR VERIFICATION OF CHECKING ACCOUNT PURPOSES, PLEASE ATTACH A VOIDED CHECK--**

If you use a Credit Union, please contact them for the correct information before submitting this request to Payroll.

**IF YOU ARE DECLINING THE DIRECT DEPOSIT BENEFIT, PLEASE CHECK THE BOX AND SIGN BELOW**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date