

**Note: You can access and update your direct deposit information on-line at GWEB: <https://it.gwu.edu/gweb> under Employee information/ Pay information/ Modify Direct Deposit**



## THE GEORGE WASHINGTON UNIVERSITY AUTHORIZATION FOR DIRECT DEPOSIT

**Instructions** for completing the attached form:  
To make the form valid, please complete:

1. The Employee Information

2. Select the type of modification.

3. Fill in your Transit/ABA and Account #

\* Routing numbers are always 9 digits (no letters) and must start with: 01 – 15, 21 – 32, 61 – 72.

\* Account number: Please ensure that all numbers entered are part of the account number including zeros but do **NOT** include the check number.

4. Indicate whether you are requesting your net pay or a specific dollar amount to be deposited.

5. Sign and date the form.

### Where to send the completed form:

E-mail: [payroll@gwu.edu](mailto:payroll@gwu.edu)

Fax: (571) 553-4406

Drop off: FSSC in University Student Center

Mail: Payroll Services

45155 Research Place, Suite 155  
Ashburn, VA 20147

**Contact Payroll Services at (571) 553-4277 if there are any questions.**

Revised 11/15/2022

**NAME:** \_\_\_\_\_ **GWID:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **Daytime phone number:** \_\_\_\_\_

New Enrollment

Adding an account

Change existing

Cancel Direct Deposit

### Account # 1

Bank/ Credit Union Name: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

(Always 9 digits)

Account number: \_\_\_\_\_

Checking

Amount: \_\_\_\_\_

Savings

Net/ Remaining pay

### Account # 2

Bank/ Credit Union Name: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

(Always 9 digits)

Account number: \_\_\_\_\_

Checking

Amount: \_\_\_\_\_

Savings

Net/ Remaining pay

### PAYCARD OPTION

Bank/ Credit Union Name: \_\_\_\_\_

**METABANK**

ABA Routing Number: \_\_\_\_\_

(Always 9 digits)

Account number (Card ID on front of envelope): \_\_\_\_\_

**353**

**124085244**

Amount: \_\_\_\_\_

Net/ Remaining pay

I understand the direct deposit file is often created a week in advance and cancellations/changes may not take effect until the next pay cycle. I authorize GW Payroll Services to deposit my payments to my financial institution electronically.

I further understand that GW Payroll Services will reverse any payments made to my account in error.

**I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform GW Payroll Services.**

\_\_\_\_\_  
**Employee Signature**  
(Electronic signature or employee signature only)

\_\_\_\_\_  
**Date**