

Students Please READ carefully: you must either fill out the form on the back of this page or sign up for direct deposit on-line with “Self-Serve banking” on the RWU website

- 1.) Go to www.rwu.edu
- 2.) Click on Current students, RogerCENTRAL, enter your user name and password
- 3.) On Self-Service Menu, click Employee, Banking Information
- 4.) Click “Add an Account” in the upper right hand corner
- 5.) Follow instructions for completion (**Please note: your debit card number is not your account number**)

Please note: you will not be able to sign up for direct deposit in RogerCentral until you are added as an employee.

If you prefer to use the paper form on the back of this page, please note the following:

The following items WILL be accepted for direct deposit verification:

- 1.) Void Check
ã

o of your bank statement with the account number on it. (You
or cross out any dollar amounts
letter from your bank with your account number and
r on it

The following items WILL NOT be accepted for direct deposit verification:

- 1.) Deposit Slips
- 2.) Copy of your debit card

Roger Williams University Direct Deposit Authorization Form

Employee Name: _____ Social Security #: _____

Local Phone #: _____ everse, for each acco unt indicated below.

I hereby authorize Roger Williams University to:

Please check one:

Activate a New Direct Deposit (no active direct deposits in the system)

Activate another account in addition to existing Direct Deposits (as indicated below)

Cancel **all** active Direct Deposits

Cancel **one** of my active Direct Deposits (as indicated below)

Cancel **all** active Direct Deposits and **replace** with the new Direct deposit account indicated below.

Reinstate current Direct Deposit account (include account number and name of the bank).

Bank # 1

Bank Name: _____ City/State: _____

Account Number: _____ Routing Number: _____
(9 digits)

Type of Account: Checking Account Savings Account
Amount Directly Deposited: Full Net/Remaining Amount Flat Amount: \$ _____

Bank # 2

Bank Name: _____ City/State: _____

Account Number: _____ Route 8