Central Wyoming College

Payroll Disbursement Form

_____ _____

Name (please print) *Employee ID Number*

Complete this Section for Direct Deposit Option:

_____

Bank Name

_____ _____

Account number *Routing Number*

Type of account: ☐ Checking ☐ Savings

Please check all that apply:

- ☐ *Direct Deposit all (or remainder of) funds*
- ☐ *Direct Deposit specific amount - $_____ (remainder of funds deposited to other/existing direct deposit account)*
  - ☐ *Check here if this is an updated amount*
- ☐ *Replace or update banking information on an existing Direct Deposit*
  - ☐ *Bank Name & Account Number of existing Direct Deposit:*

_____

Please provide documentation created by the financial institution that verifies that the employee is on the account, the routing number, and the account number. A voided check or voided savings deposit slip is preferred.
(Employee-completed counter slips are not sufficient for this purpose.)

If unable to provide the above, please contact Payroll to determine an acceptable substitute.

_____ _____

Signature *Date*

Complete this Section for Check Option:

I elect to withdraw from direct deposit. I realize that reissue of my payroll check for any reason will be subject to a $25.00 replacement fee.

_____ _____

Signature *Date*