

TO: ALL EMPLOYEES  
FROM: Teri Fletcher, WCSU Business Office  
David Patterson, WCSU Business Office  
Carolyn Jenness, Leland & Gray Business Office  
DATE: July 1, 2009  
RE: Payroll Direct Deposit

If you would like to have your payroll check deposited directly to your bank account, for all schools, (except LGUHS, which should go to Carolyn Jenness at the LGUHS Business Office) please provide the WCSU Business Office with the following information:

Indicate Account Type	Bank 9 Digit Routing and Transit Number (1 <sup>st</sup> # on check)	Account Number	Net Pay Percent or Dollar Amount Allocation	Name of Bank
Checking/Savings	_____	_____	_____	_____
Checking/Savings	_____	_____	_____	_____
Checking/Savings	_____	_____	_____	_____
Checking/Savings	_____	_____	_____	_____

\_\_\_\_\_  
Employee Name (Please Print)

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

\_\_\_\_\_  
Date