

## How to Route Expense Module Payments to a Different Account than My Paycheck

By default, Expense Module payments are deposited into the same bank account as an employee's paycheck. If desired, the employee may identify a different account to receive their reimbursements by completing the [Authorization for Direct Deposit of Payroll](#) form and submitting it to your payroll and benefits office. Below is screenshot that highlights the information required to establish the desired changes.

University of Wisconsin Service Center Human Resource System

### Authorization for Direct Deposit of Payroll

The University of Wisconsin System distributes pay to the direct deposit account of the employee.

Select One:  Biweekly Payroll (Classified/LTE/Student/Unclassified Hourly appointments) (mm/dd/yyyy)  
 Monthly Payroll (Faculty, Academic Staff, Teaching and Research Assistants)

**Employee Information** | You are highly encouraged to complete this form on the first day of your appointment.

Name (Last, First, MI): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Primary Account | Required:** Your paycheck or the balance is deposited in this account.

Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	<b>NET PAY (Balance)</b>
<b>Second Account   Optional:</b> Use to designate a percentage or dollar amount for an account other than the primary.			% OR \$ OF NET DISTRIBUTION
Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	_____ % or \$ _____
<b>Third Account   Optional:</b> Use to designate a percentage or dollar amount for an additional account.			% OR \$ OF NET DISTRIBUTION
Select one: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> No Change	Account Type (Select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	ABA Transit Routing Number: _____ Account Number: _____ Name of Financial Institution: _____ Financial Institution City, State: _____	_____ %

Check this box if the entire amount of your direct deposit is ultimately deposited to a financial institution outside of the University of Wisconsin System.

**Read statement carefully:** I authorize the University of Wisconsin to direct deposit funds to my account in the financial institution named above. If I am not entitled to the funds deposited in my account, I authorize the University to initiate a correcting (debit) entry. I understand that the University may suspend or discontinue direct deposit at any time (see back for details). If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the University for distribution. This will delay your check.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)

P100.20180924 Additional information is on the reverse side.

**Primary Account**  
 e-Reimbursement payments are deposited into an employee's Primary Account. If a Second Account is not provided, the employee's paycheck is also deposited into the Primary Account.

**Second Account**  
 To deposit payroll checks to a separate account employees need to provide a Second Account and mark it 100%