

DISTRIBUTION OF DIRECT DEPOSIT INFORMATION

University Payroll Office – University of Michigan

Please complete and return this form to the University Payroll Office, G395 Wolverine Tower, 3003 South State Street, Ann Arbor, MI 48109-1279. FAX (734) 647-3983.

NOTE: This form must be received in the University Payroll Office 10 business days prior to the pay date.

PLEASE ***DO NOT*** USE THIS FORM to request a ***one-time, validated*** hardcopy of your direct deposit stub for a loan/mortgage application, etc. To request a one-time hardcopy, please send an email to Payroll@umich.edu and include the paydate for which you need a validated stub.

This form should only be used to request continuing hardcopies of your direct deposit stub.

Name (Last, First – Please print)		University ID # - Required for processing
Department Name	Campus Phone	Home Phone
<p>Direct deposit stub information is available in “Employee Business” on the Wolverine Access web site (https://wolverineaccess.umich.edu) and can be viewed and printed.</p> <p><u>CHECK ONE:</u></p> <p>Request to receive: <input type="checkbox"/> I wish to continue to have a hardcopy, direct deposit stub mailed to my home address each time payroll is processed for me.</p> <p>Request to discontinue: <input type="checkbox"/> I do not wish to receive hardcopy, direct deposit stubs.</p>		
Signature		Date