



Pay Option Designation

Central Washington University offers two pay options for employees to receive pay. Employees are responsible to fill out, sign and submit either the Direct Deposit Authorization form or the Request for Mailing Payroll Checks to the Payroll Office within 20 days of employment in order to designate the manner in which pay is distributed. The university will follow the union contract on pay requirements for all union employees.

My Choice is indicated below:

Direct Deposit [Must attach Direct Deposit Authorization]

Please fill out and return form to:
Central Washington University
Payroll Office - MS 7479
400 E University Way
Ellensburg, WA 98926

Or

Bring it to the Payroll Office on the 2nd floor of Mitchell Hall.

By Mail [Must attach Request to Mail Payroll Check]

Permanent Mailing Address*:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Please complete the form and bring it to the Payroll Office on the 2nd floor of Mitchell Hall between the hours of 8 am and 5 pm. Pictured ID will be required.

*Please note that the permanent mailing address is the address where your W2 wage statement will be sent in January.

If you have any questions, please contact the Payroll Office at (509) 963-2221 or e-mail payroll@cwu.edu

Payroll Office Use Only:	
Identification Type:	_____
Verified By: _____	Date Entered: _____