



University of the Incarnate Word Work-Study Check Deposit Authorization Form

I authorize the University of the Incarnate Word to directly deposit my work-study checks into my student account. In turn, UIW will defer payment of tuition, fees, and other charges up to the amount indicated on my work-study employment agreement and/or award letter for the current semester. I understand that I must complete an authorization form every semester in order for my work-study checks to be directly deposited into my student account. I understand that I was given the option to pick up my check directly from the Payroll Office every payday and that I am willingly choosing that it be credited to my student account. I also understand that I may cancel this agreement at anytime in writing, by completing this same form. I understand that it is my responsibility to work as assigned in order to be paid. Consequently, I understand that UIW may demand payment of the amount owed if payments are not applied on a consistent basis.

| To Start Direct Deposit: | | |
|---------------------------------|---------------------------|-------|
| Student Name: | Student ID# | Term: |
| Signature: | | Date: |
| To Cancel Direct Deposit: | | |
| Student Name: | Student ID#: | Term: |
| Signature: | Agreement Cancelled Date: | |
| OFFICE USE ONLY (Processed by): | | |