

## ONLINE APPLICATION FOR DIRECT DEPOSIT

The Division of Business Affairs, including the Business Operations Support team and Business Office have developed a secure and encrypted application that allows employees to register their bank information for direct deposit of their employee payments and update their existing bank account details. These applications can be accessed through a computer, tablet or mobile phone at [go.eiu.edu/directdeposit](https://go.eiu.edu/directdeposit).

Eastern Illinois University prefers and recommends all new or rehired employees participate in direct deposit of their wages.

The direct deposit application can be accessed through a computer, tablet, or phone.

To complete the application, complete the form and upload:

1. A copy of a canceled check or bank statement AND
2. A copy of your Panther Card or state-issued ID card (like a driver's license).

These documents are required for security and authentication purposes.

Once the application is submitted, it will take up to three business days for the changes to take effect. You will be notified via email once the changes have been made in the accounts payable system.

If your paycheck is not direct deposited, it will be available for pickup in the Cashier's Office on the applicable scheduled pay date. Proper identification and signature is required.

If you wish to complete the application in person, visit the digital kiosk in the Payroll Office (2011 Old Main).

**PAYROLL DIRECT  
DEPOSIT APPLICATION** 

[go.eiu.edu/directdeposit](https://go.eiu.edu/directdeposit)