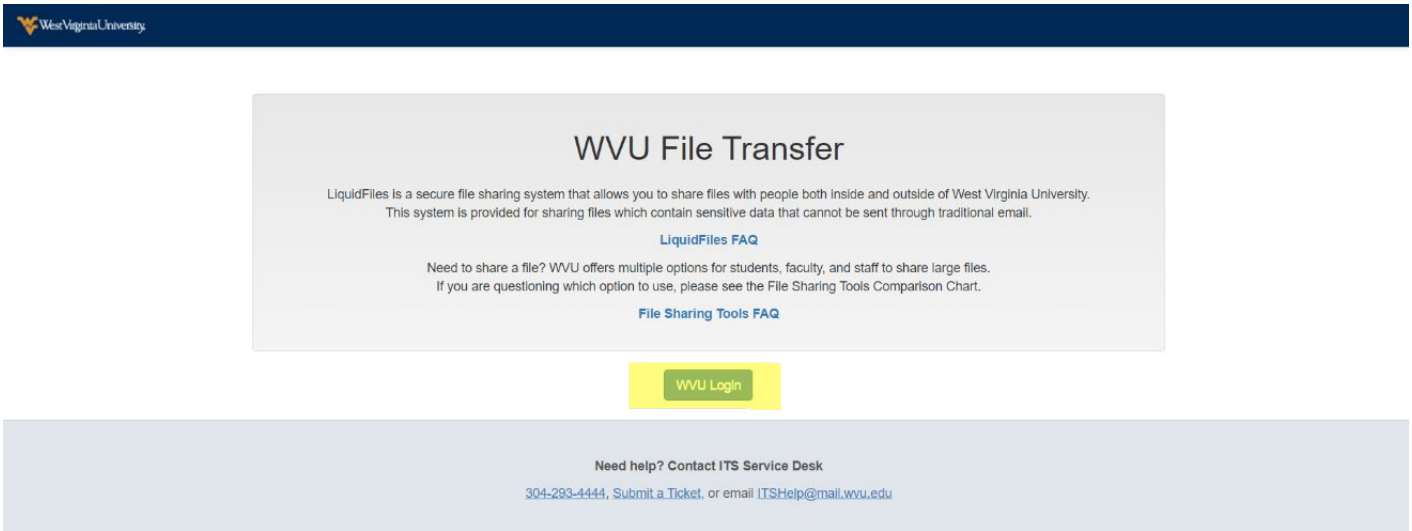
Direct Deposit Changes

- Any direct deposit changes must be sent to WVU Morgantown Payroll. Submit your direct deposit form and voided check to WVU LiquidFiles.
    - Link: https://liquidfiles.wvu.edu/
    - Email payroll@mail.wvu.edu
    - From your WVU Parkersburg email, email payroll@mail.wvu.edu to let them know you have submitted an update to your direct deposit in LiquidFiles.
- All questions regarding the status of the direct deposit update needs to be made to payroll@mail.wvu.edu

Screenshots of WVU LiquidFiles below.



If you do not know your WVU Morgantown (WVUM) Login Credentials, please follow the steps below. WVUP IT department cannot assist you with WVUM login credentials since they do not have access. Please contact WVUM for any troubleshooting, concerns.

Technology Issues for WVUM: (Please note they will ask you for your WVU ID number.)
Call the Help Desk at (304) 293-4444 or (877) 327-9260

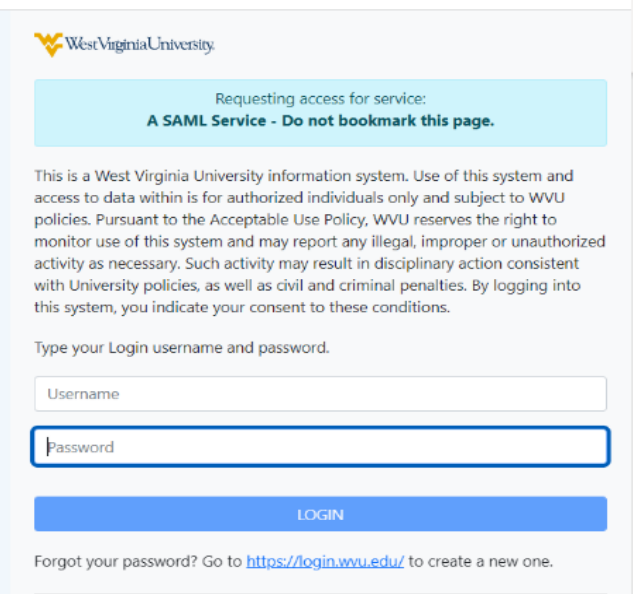
Step 1: To lookup your WVUID number, go to https://login.wvu.edu/self-service/lookup

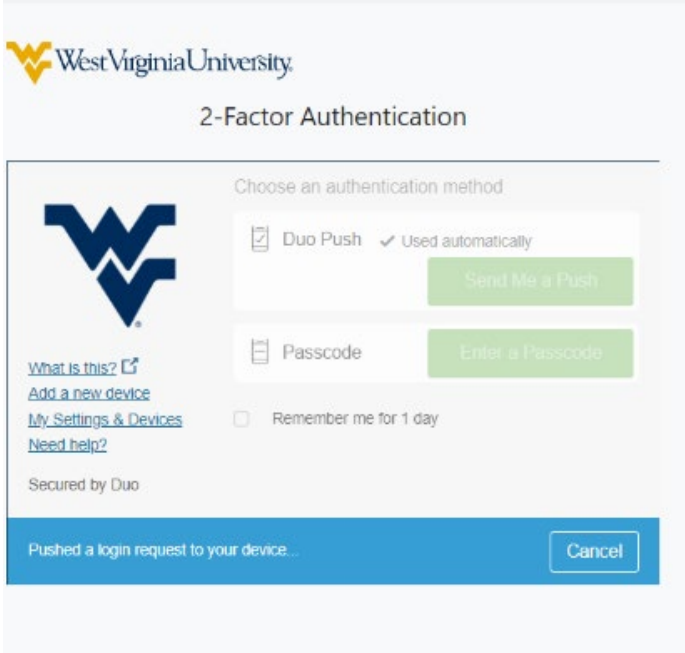
WVU ID number: _____

Step 2: If you have not activated your account, go to https://login.wvu.edu and click on Claim Account. Once you claim your account, you will be given your username.

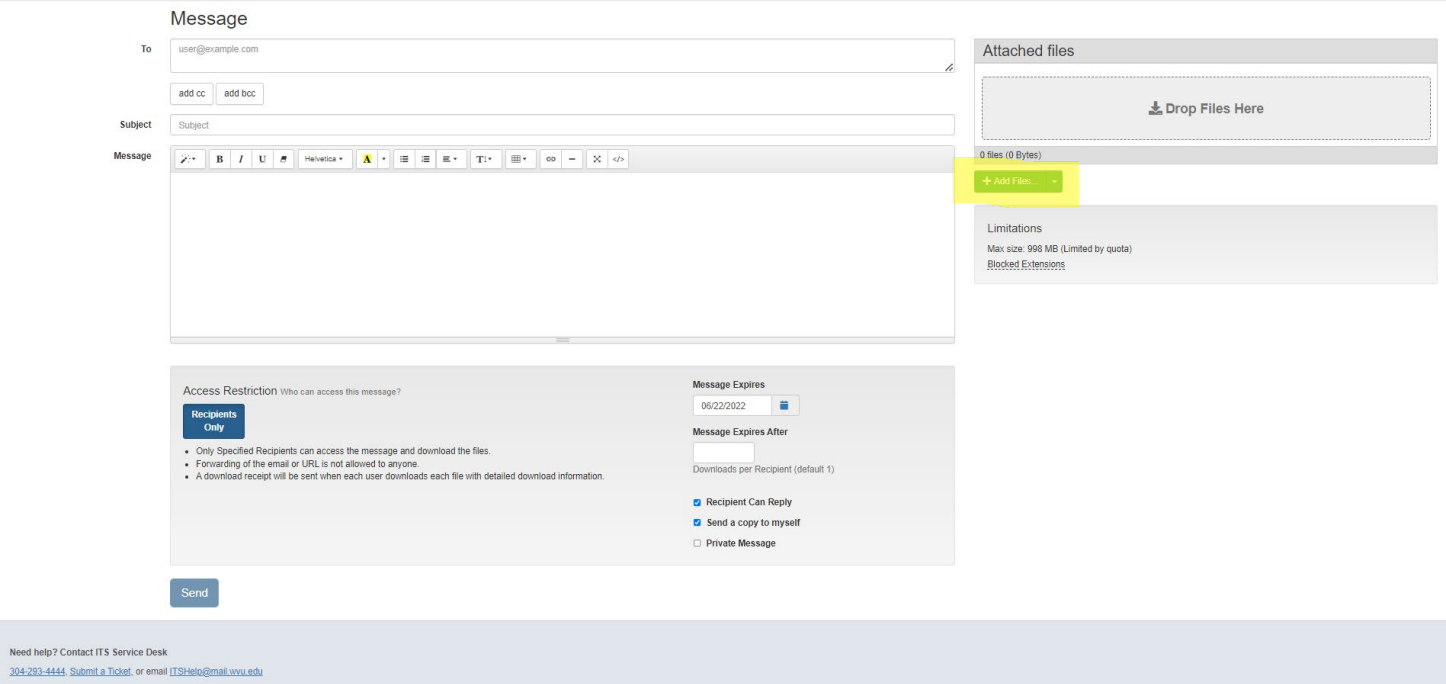
WVU username: _____

Step 3: Employees must immediately enroll in two-factor authentication at https://login.wvu.edu, click My Login and follow the instructions. You should be ready to install the Duo Mobile app on a smartphone.





Add the completed direct deposit form and a voided check or bank memo to payroll@mail.wvu.edu.



DO NOT FORGET to email payroll@mail.wvu.edu from your WVU Parkersburg email to let them know you have submitted an update to your direct deposit in LiquidFiles.

Payroll Direct Deposit Form

Please forward to WVU Payroll by uploading to WVU LiquidFiles (liquidfiles.wvu.edu) or fax to 304-293-7266

Questions can be addressed to payroll@mail.wvu.edu

First Name: _____ MI: ____ Last Name: _____

WVU ID #: ☐☐☐☐☐☐☐☐☐☐

SSN #: ☐☐☐ — ☐☐ — ☐☐☐☐

Payroll Primary Account

Bank Name: _____ ☐ Start Direct Deposit ☐ Change ☐ No Change

Routing #: _____ ☐ Checking* ☐ Savings*

Account #: _____

Hand written bank information must match official bank documents

*A voided check or bank memo must be submitted

Payroll Secondary Account (s): If you have more than two secondary accounts, please complete an additional form.

Bank Name: _____ ☐ Start Direct Deposit ☐ Change ☐ Cancel ☐ No Change

Routing #: _____ ☐ Checking* ☐ Savings* *Attach a voided check or bank memo

Account #: _____ Dollar Amount: ☐☐☐☐.☐☐

Bank Name: _____ ☐ Start Direct Deposit ☐ Change ☐ Cancel ☐ No Change

Routing #: _____ ☐ Checking* ☐ Savings* *Attach a voided check or bank memo

Account #: _____ Dollar Amount: ☐☐☐☐.☐☐

I hereby authorize the State of West Virginia, hereinafter called STATE, to initiate credit entries to the account(s) as indicated above & to initiate debit entries as adjustments for credit entries made in error. The STATE will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this form. This authority is to remain in full force and effect until I have filed a new payroll form in a timely manner so as to afford the STATE a reasonable opportunity to act. I further acknowledge that my employee pay stub will be made available to me through a secure internet web **site.** **Must be an original signature. Digital will not be accepted.**

Employee Signature: _____ **Date:**_____

To be completed by State Agency Payroll Department

State Agency: West Virginia University Phone #: 304-293-3379 Opt. 1

I hereby certify I am a payroll representative of the herein named State Agency and that being so authorized I do certify the information listed and attached with this authorization has been received from the employee indicated above.

Payroll Representative Signature: _____ **Date:**_____

Pursuant to Section 7 of the Privacy Act of 1974, the disclosure of your Social Security Number is mandatory. Social Security Numbers are necessary to properly maintain records concerning your direct deposit payments as is required and authorized by the federal government for tax administration purposes. See generally, 42 U.S.C §405 (c). Failure to provide a Social Security Number will prevent us from processing your direct deposit request.