

Direct Deposit (Electronic Funds Transfer) for RSO Expense Reimbursements:

Sign up for Direct Deposit (electronic funds transfer) to receive your reimbursement faster, safer and directly into your bank account. Using Direct Deposit (electronic funds transfer) will ensure your reimbursement is received safely, securely and in a timely manner. It is also very easy to set-up:

A Washington State University (WSU) employee, student, or non-WSU payee may authorize Payment Services to transfer reimbursements by electronically-settled payments among financial institutions. Expense reimbursements are processed through the Expense Report business process in Workday.

Complete the applicable form at the link below, selecting the location of your financial institution:

Electronic Funds Transfer Authorization – US (EFTs to financial institutions based within the U.S.):

<https://policies.wsu.edu/prf/documents/2024/10/30-28-eft-authorization-us.pdf/>

Electronic Funds Transfer Authorization – International (EFTs to financial institutions based outside of the U.S.):

<https://policies.wsu.edu/prf/documents/2024/10/30-28-eft-authorization-international.pdf/>

WSU Employees: To authorize WSU to electronically transfer funds to an account, employees with WSU Network IDs (NIDs) and passwords must submit payment elections in Workday. See the Workday Complete Payment Elections [reference guide](#) for instructions.

Nonemployee Payee: A nonemployee payee may authorize an electronic funds transfer by submitting a completed Electronic Funds Transfer Authorization form to the applicable University department (for RSO reimbursements, please send the completed form to cougarcard@wsu.edu).

To establish the electronic funds transfer in Workday, the department (CougarCard Center) creates an external committee member (ECM) or a Supplier for the nonemployee (see the Workday Create External Committee Member or the Create Supplier Request [reference guide](#) for instructions).

For additional information, please see WSU BPPM 30-28, located at

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-30-28/>

Once this process is complete, the Direct Deposit (electronic funds transfer) will be active, and you can receive your money directly into your bank account for your RSO expense reimbursements. Please refer to the BPPM policy above if you need to change or cancel your funds transfer account.

For any questions about Direct Deposit (electronic funds transfer), please contact RSO.Help@wsu.edu or call 509-335-1085.