

RSO Direct Deposit Information for RSO Expense Reimbursements

For WSU Registered Student Organizations



WASHINGTON STATE
UNIVERSITY

Sign up for **Direct Deposit** (also known as *Electronic Funds Transfer {EFT}*, *Funds Transfer Authorization {FTA}*, and *Automated Clearing House {ACH}*) to receive your reimbursement faster, safer and directly into your bank account. 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 based upon the **location** of your **financial institution**:

- **Electronic Funds Transfer Authorization – USA** (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). **NOTE:** Employees that are already set-up for payroll via direct deposit will still need to complete and submit this EFT form for RSO reimbursements.

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 rso.finance@wsu.edu).

To establish the electronic funds transfer in Workday, the department (Center for Student Organizations and Leadership or applicable University department) 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 UPPM 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 UPPM 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.finance@wsu.edu or call 509-335-9667.