

# Submit Direct Deposit authorization or W4 by paper

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### Question

Can I use a paper form to submit an authorization for Direct Deposit of my paycheck into my bank account?  
Can I use a paper form to submit my W4 tax withholding form?

### Answer

Yes. These forms, along with many others, are available from the HR Pay Service Center website, at: <http://vpf.mit.edu/site/payroll/forms>

But when possible, please enter your Payroll Direct Deposit and Tax Withholding preferences in Atlas: <http://atlas.mit.edu>