Northeastern University Human Resources Management

Direct Deposit Authorization Form for Payroll and Accounts Payable

Please complete all the fields and then print and sign your authorization. Attach a copy of a voided check or preprinted deposit ticket. Students can submit to the Student Employment Office, 378 RI. Faculty and staff should submit to the HR Service Center, 250 CP. This authorization will remain in effect until the HR/Payroll Service Center receives written notice to end this service.

NOTE: Direct Deposit is mand			Temp	
My role at Northeastern: ☐ Student ☐ Faculty/Staff ☐ Temp To obtain your ID#, log into myNeu.neu.edu. Your NU ID# is the nine digit number located on the top of the Services & Links page.)				
Email:				
Name (Last):		(First	:)	(M.l.)
Mailing Address:				
City:	State:	_ Zip:	Daytime Tel:	
Option 1 – Deposit to This option will be used for	both Accounts Pay	yable & Pay	roll Transactions.	
Please deposit my entire ne Bank Name: Bank Routing Number: For help determining the ba		ABA R	Type of Account: outing Number:	□Checking □Saving
Option 2 – Deposit to Benefit eligible employees	only. This option ca	an be used f	or payroll transactions	s only.
Deposit Type ☐ Percent-D (Select only one box) ☐ Amount-D Bank Name:	eposit(speci depos	fic dollar amou sited into Accou	int) into Account 1, the remunt 2 Type of Account:	nainder of my net pay will be □Checking □Saving
Bank Routing Number: Bank Name: Bank Routing Number: For help determining the ba		ABA R	Type of Account: outing Number:	□Checking □Saving
Authorization I authorize and request Norther account at my depository finant terminated by me or Northeast act upon it. I authorize Norther erroneous credit previously init. Northeastern University will not (Please allow 10 business day)	cial institution listed ern University at an estern University to iated to my accour t be responsible for s for update)	d on this form ny time. Any debit my ac nt.	m. I understand that the such notification requirecount only for the purp	nis agreement may be uires a reasonable time to pose of correcting an

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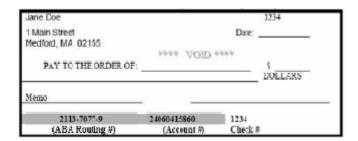
Direct Deposit Authorization Form for Payroll and Accounts Payable

How to Sign Up for Direct Deposit

Fill out the Direct Deposit Authorization Form with your name, NU ID Number (go to myNEU, Service and Links, My Information block), name of your financial institution and the ABA Routing Number, as well as your Bank Account Number. Sign and date the form, attach a blank and voided check (not a deposit slip for checking accounts) to the form as verification of the ABA Routing Number and Account Numbers. We recommend that you check with your financial institution to verify their ABA Routing Number. When completed, students should submit to the Student Employment Office. Faculty and Staff should submit to the HR Customer Service Center.

There is a one cycle pre-noting which occurs before you can expect your direct deposit to begin. If there is a problem with the ABA Routing Number or Account Number, your financial institution will reject the transaction and Northeastern will be contacted to take corrective action. You will be notified if any problem occurs.

Attach Voided Check and/or Savings Account Deposit Slip to the Direct Deposit Authorization Form.



How to Change Your Direct Deposit

To change your financial institution and/or your account number, you must fill out a new Direct Deposit Authorization Form and send it to the HR Customer Service Center before closing your existing account. Deposits into non-bank accounts require a Prefix from that institution for your account number. A Prefix identifies the type of account/fund into which your money is deposited.

RETURN ALL DIRECT DEPOSIT AUTHORIZATION FORMS TO THE HR CUSTOMER SERVICE CENTER, 250 CP FOR PROCESSING. STUDENTS SHOULD SUBMIT TO THE STUDENT EMPLOYMENT OFFICE, 378 RI. THANK YOU!