

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 mandatory for all employees.

My role at Northeastern: ☐ Student ☐ Faculty/Staff ☐ Temp

NU ID# _____ (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.I.) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Daytime Tel: _____

Option 1 – Deposit to One Account

This option will be used for both Accounts Payable & Payroll Transactions.

Please deposit my entire net pay (100%) directly into the existing account listed below.

Bank Name: _____ Type of Account: ☐ Checking ☐ Saving

Bank Routing Number: _____ ABA Routing Number: _____

For help determining the bank routing numbers, please review the instructions posted on the HRM website.

Option 2 – Deposit to Two Accounts

Benefit eligible employees only. This option can be used for payroll transactions only.

Deposit Type ☐ Percent-Deposit _____ % into Account 1, the remainder of my net pay will be deposited into Account 2

(Select only one box) ☐ Amount-Deposit _____ (specific dollar amount) into Account 1, the remainder of my net pay will be deposited into Account 2

Bank Name: _____ Type of Account: ☐ Checking ☐ Saving

Bank Routing Number: _____ ABA Routing Number: _____

Bank Name: _____ Type of Account: ☐ Checking ☐ Saving

Bank Routing Number: _____ ABA Routing Number: _____

For help determining the bank routing numbers, please review the instructions posted on the HRM website.

Authorization

I authorize and request Northeastern University to automatically deposit any amount owing to me to my account at my depository financial institution listed on this form. I understand that this agreement may be terminated by me or Northeastern University at any time. Any such notification requires a reasonable time to act upon it. I authorize Northeastern University to debit my account only for the purpose of correcting an erroneous credit previously initiated to my account.

Northeastern University will not be responsible for technical difficulties that may delay deposits.
(Please allow 10 business days for update)

Signature: _____

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.

Jane Doe 1234
1 Main Street Date: _____
Medford, MA 02155
**** VOID ****
PAY TO THE ORDER OF: _____ \$ _____
DOLLARS
Memo _____
2113-7077-9 24060415860 1234
(ABA Routing #) (Account #) Check #

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!**