

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 should submit to the Student Employment Office, 101 CSC. 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 student employees as well as faculty and staff.

Type of Automatic Deposit Transaction: ☐ Create ☐ Change My role at Northeastern: Student ☐

Faculty/Staff ☐

Employee Contact Information

First Name MI Last Name NU ID

Mailing Address

E-mail Address

City

State

Zip Code

Daytime Telephone

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.

Type of Account: ☐ Checking ☐ Savings (Check only one box)

Bank Name:

ABA Routing Number: Bank Account Number

For help determining the bank routing and account numbers, please review the example on the next page.

Option 2- Deposit to Two Accounts (Benefit eligible employees only. This option can be used for payroll transactions only)

Deposit Type (Select only one box below)

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

☐ **Amount-Deposit** \$ _____ (Specific dollar amount) into Account 1, the remainder of my net pay will be deposited into Account 2.

Type of Account 1: ☐ Checking ☐ Savings (Check only one box)

Bank Name:

ABA Routing Number: Bank Account Number

For help determining the bank routing and account numbers, please review the example on the next page.

Type of Account 2: ☐ Checking ☐ Savings (Check only one box)

Bank Name:

ABA Routing Number: Bank Account Number

For help determining the bank routing and account numbers, please review the example on the next page.

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 Medford, MA 02155		Date: _____
**** VOID ****		
PAY TO THE ORDER OF: _____		\$ _____ DOLLARS
Memo _____		
2113-7077-9 (ABA Routing #)	24060415860 (Account #)	1234 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, 101 CSC.
THANK YOU!