

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