



NORTHWESTERN UNIVERSITY

Authorization For Direct Deposit of Payroll

Please only complete this form if you do not have access to the Internet for our self-service web site at nuhr.northwestern.edu using your university NetID. Changes made through self-service take effect immediately. Cancellations of direct deposit can also be done through the self-service web site. Employees can view and print their payroll advices in self-service up to two days before pay date and also request to have paper advices printed and sent to their department.

I authorize Northwestern University to remit my net pay to my account at the institution indicated below and further authorize Northwestern University to initiate a withdrawal from the account to adjust for deposit entries made in error. I should not assume that the direct deposit is completed until I receive my first Notice of Advice on payday or view the payment online in self-service.

- Start direct deposit
 Add an account
 Change an account
 Stop direct deposit

To request that your money be deposited onto a Paychek Plus pay card, write "PAY CARD" as the name of the bank and leave the rest of that line blank. Information on the Paychek Plus pay card can be found at www.northwestern.edu/hr/payroll.

Required: Account that you want to receive your pay less money designated as an additional account below.

Name of Bank or Other Financial Institution or Pay Card	Bank Routing Transit/ABA Number	Account Number	Checking or Savings

Optional: Additional accounts that you would like to have money deposited into in order of priority.

Name of Bank or Other Financial Institution or Pay Card	Bank Routing Transit/ABA Number	Account Number	Checking or Savings	Amount or Percentage

This authorization is to remain in full force and effect until revoked by me in writing. *Please attach a voided check or Financial Institution letter for each account to this form.*

EMPLOYEE NAME: _____

UNIVERSITY ID: _____
(Can be found on WildCard. New hires without an ID can use their SSN.)

SIGNED: _____

DATE: _____

PLEASE ATTACH A VOIDED CHECK, FINANCIAL INSTITUTION LETTER OR SAVINGS STATEMENT FOR EACH ACCOUNT ENSURING THAT YOUR BANK'S NINE DIGIT ABA/TRANSIT NUMBER IS CLEARLY IDENTIFIABLE.

Reconciliation of Underpayment or Overpayment

If for any reason an error results in an overpayment or an underpayment to your account, the Payroll Division will notify you as promptly as possible. If you discover an error before being notified we will appreciate your advising the Payroll Division as soon as you can.

Discontinuation of Direct Deposit or if you close your Bank Account

To discontinue direct deposit or close your bank account, you must notify the Payroll Division at least two weeks in advance of the payday.