



## Authorization For Direct Deposit of Payroll for Employees in Qatar

Enrollments and changes for direct deposit to US based bank accounts can be made at our self-service web site at [nuhr.northwestern.edu](http://nuhr.northwestern.edu) using your university NetID. Employees can view and print their payroll advices in self-service up to two days before pay date.

I authorize Northwestern University to remit my net pay to my accounts at the institutions 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

Bank account in the USA that you want to receive your pay less money designated as an additional account(s) below.

Name of Bank or Other Financial Institution in USA	Bank Routing Transit/ABA Number	Account Number	Checking or Savings

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

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

Optional: Account in Qatar that you would like to have money deposited into.

Name of Bank or Other Financial Institution in Qatar	Bank ID (Swift Code)	Branch	Account Number	All, Amount, or Percentage

Do you intend to forward any entire payment made through direct deposit to one of the accounts listed above to a bank account outside the U.S.?

- Yes     
  No     
 If yes, which account(s) listed above \_\_\_\_\_

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 in order to ensure accuracy of account and bank information.

EMPLOYEE NAME: \_\_\_\_\_

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

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_