

Submit Your Direct Deposit Request Online

Completing your Direct Deposit Request online ensures that your changes are processed immediately and without the need to send a copy of a voided check. If you are being paid by Northwestern and have an active NetID, you may submit or change your Direct Deposit online any time.

1. If you are a new hire, first activate your Northwestern NetID.
Instructions for activating your NetID will be provided by your hiring department or manager.

2. Log into myHR at www.northwestern.edu/myhr using your Northwestern NetID and Password.

3. Click the "Pay" option and select "My Direct Deposit" on the left side.

4. To confirm your identity, enter your **Date of Birth**.

5. Follow the on-screen options to **Add Account**, **Edit** an existing entry, or **Remove** an account.
You must have at least one "Balance" account with a "Deposit Order" of 999. You cannot delete this row, but you can edit it and change your account information.

6. By successfully saving your Direct Deposit online, you do not need to submit this paper form.

Submit Your Direct Deposit Request on Paper

If you are unable to complete your Direct Deposit online, or if you prefer to submit your request on paper, complete and submit the form below. Please type or print legibly, **attach a voided check**, and allow five (5) business days for processing.

REQUEST INFORMATION

Legal Name	Last: _____	First: _____	Middle: _____	Northwestern ID Number or SSN: _____
Direct Deposit Request: <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Add an Account <input type="checkbox"/> Change an Account <input type="checkbox"/> Stop Direct Deposit				

PRIMARY DEPOSIT ACCOUNT - REQUIRED *account that you want to receive your pay, minus any money designated as an additional account below*

Name of Bank or Financial Institution	Bank ABA Routing Transit Number	Account Number	Checking or Savings	Amount or Percentage
				Balance

ADDITIONAL DEPOSIT ACCOUNT(S) - OPTIONAL *additional accounts that you would like to use, in order of priority (attach another sheet if necessary)*

Name of Bank or Financial Institution	Bank ABA Routing Transit Number	Account Number	Checking or Savings	Amount or Percentage

INTERNATIONAL PROCESSING

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.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which account(s) listed above?
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AUTHORIZATION

I authorize Northwestern University to remit my net pay to the account(s) at the institution(s) indicated above and further authorize Northwestern University to initiate a withdrawal from the account(s) 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 my pay statement online in myHR. This authorization is to remain in full force and effect until revoked by me in writing.	
Signature: _____	Date: _____

If submitting your request on paper, you must attach a VOIDED CHECK or BANK STATEMENT that clearly shows your Routing and Account Numbers.

If you do not complete your Direct Deposit online, please return this paper form and voided check/bank statement to Human Resources Operations:
720 University Place, Evanston, IL 60208 or 710 N Lake Shore Drive, Room 850, Chicago, IL 60611