



PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT
for contribution to the NECC Annual Fund Campaign

Employee Name: _____

Employee Title: _____ **Work Phone:** _____

My PayInfo (HR/CMS) ID: _____

Employee Status: Fulltime Part-time

***Do you work for more than one state agency?** **Yes** or **No**

***Do you receive more than one paycheck from NECC?** **Yes** or **No**

Contribution per pay cycle: \$ _____

Directions: Please sign or type your name and return this form to **Jean C. Poth, Institutional Advancement Office, Bentley Library - Room A317.**

I hereby authorize my employer or the State Treasurer to deposit my NECC Annual Fund contribution to Pentucket Bank in c/o the NECC Foundation, Inc. My deduction(s) will be on a continuous bi-weekly schedule, with no end date, unless otherwise specified. My employer or the State Treasurer is also authorized to debit any over deposit or error which it has caused to be made to my account. The State Treasurer or the employee may cancel this authorization anytime with proper notice to NECC's Payroll Supervisor or the Office of Institutional Advancement.

Employee Signature: _____

Date: _____

*NOTE: Employees that work for more than one state agency or are paid for more than one job at NECC should be aware that contributions to the NECC Fund will be deducted from each paycheck issued by the Commonwealth of Massachusetts. As a result, it is important to consider this situation when filling out the "Contribution per pay cycle" section of this form.

(Example: If the employee would like to donate \$10 a pay period, but he/she works for two state agencies, or receives two paychecks for work performed at NECC, the amount entered into the "Contribution per pay cycle" section of this form should be \$5.)

For Internal use only

Bank Information	Routing #	Account #
Pentucket Bank	211370066	