

## DIRECT DEPOSIT AUTHORIZATION FORM FOR STUDENTS

Complete all fields in full then print and sign your authorization. Attach a copy of a voided check or preprinted deposit ticket and submit to the HR/Payroll Service Center for processing. Allow at least ten working days for processing. This authorization will remain in effect until the HR/Payroll Service Center receives written notice to end this service.

**NOTE:** Completion of this form is mandatory for all student employees.

### EMPLOYEE CONTACT INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### BANKING ACCOUNT INFORMATION

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Please read the following and sign:

I authorize and request Northeastern University to automatically deposit any amounts 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)

**Please attach copy of a voided check or preprinted deposit ticket here.**

**RETURN TO THE HR/PAYROLL SERVICE CENTER IN 250 CP FOR PROCESSING.**

**Thank you!**

**FOR HR/PAYROLL SERVICE CENTER USE:**