

Direct Deposit Authorization Form

To enroll in Direct Deposit, fill out this form and turn it in to Human Resources. Attach a voided check, or clear photocopy of a voided check, for each checking account. (**Not** a deposit slip) If depositing to a savings account, please ask your bank for the Routing/Transit Number to your account. (It isn't always the same as the number on a deposit slip.) These steps will help ensure that you are paid correctly.

I hereby authorize Northwest University to deposit my paycheck and any employee reimbursements by initiating credit entries to my account(s) at the financial institution(s) indicated on this form. Further, I authorize the financial institution(s) to accept any credit entries indicated by Northwest University to my account(s). In the event that Northwest University deposits funds erroneously into my account(s), I authorize Northwest University to debit my account(s) for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Northwest University has received written notice from me of its termination in such manner as to allow reasonable opportunity to act on it.

Employee Name (please print): _____ Social Security #: _____

Employee Signature: _____ Date: _____

Account Information - Payroll

	Checking or Savings?	Specific Amount or	Remainder of Paycheck	Bank Name and Phone Number	Bank Transit/Routing Number	Account Number
Account #1						
Account #2						

Account Information – Employee Reimbursements

Employee Reimbursements are processed by the Accounts Payable clerk weekly and are deposited on Fridays to the bank account listed below. These deposits are separate from your payroll deposit.

Use the same account listed in Payroll Section: _____ Account #1 _____ Account #2

	Checking or Savings?			Bank Name and Phone Number	Bank Transit/Routing Number	Account Number
Account #1						

Northwest University will keep the original of this employee enrollment form on file in Payroll as long as the direct deposit is in force, and for two years thereafter.