

How to Sign Up for Direct Deposit

Fill out the Direct Deposit Authorization Form with your name, NU ID Number (go to myNEU, Service and Links, My Information block), name of your financial institution and the ABA Routing Number, as well as your Bank Account Number. Sign and date the form, attach a blank and voided check (not a deposit slip for checking accounts) to the form as verification of the ABA Routing Number and Account Numbers. We recommend that you check with your financial institution to verify their ABA Routing Number. When completed, students should submit to the Student Employment Office. Faculty and Staff should submit to the HR Customer Service Center.

There is a one cycle pre-noting which occurs before you can expect your direct deposit to begin. If there is a problem with the ABA Routing Number or Account Number, your financial institution will reject the transaction and Northeastern will be contacted to take corrective action. You will be notified if any problem occurs.

Attach Voided Check and/or Savings Account Deposit Slip to the Direct Deposit Authorization Form

| | | |
|----------------------------|-------------|-------------|
| Jane Doe | | 1234 |
| 1 Main Street | | Date: _____ |
| Medford, MA 02155 | | |
| **** VOID **** | | |
| PAY TO THE ORDER OF: _____ | | \$ _____ |
| | | DOLLARS |
| Memo _____ | | |
| 2113-7077-9 | 24060415860 | 1234 |
| (ABA Routing #) | (Account #) | Check # |

How to Change Your Direct Deposit

To change your financial institution and/or your account number, you must fill out a new Direct Deposit Authorization Form and send it to the HR Customer Service Center before closing your existing account.

Deposits into non-bank accounts require a Prefix from that institution for your account number. A Prefix identifies the type of account/fund into which your money is deposited.

RETURN ALL DIRECT DEPOSIT AUTHORIZATION FORMS TO THE HR CUSTOMER SERVICE CENTER IN 250 CP FOR PROCESSING. STUDENTS SHOULD SUBMIT TO THE STUDENT EMPLOYMENT OFFICE, 101 CSC.

THANK YOU!