

Return completed form to the College Cashier located in the College Welcome Center.



**DIRECT DEPOSIT AUTHORIZATION FORM**

Northeast Community College deposits employee payroll, flexible spending, expense reimbursements and student account refunds directly into their checking and/or savings accounts. To enroll in the direct deposit program, you must complete the information below and provide a **voided check** for checking accounts when applicable. If you are using a savings account or have not provided a **voided check** for a checking account, please verify the Routing and Account Numbers with your bank and complete the information below. If you change bank accounts, you must submit a new Direct Deposit Authorization Form.

**Please Note:**

**Payroll Direct Deposits - A paper paycheck will be issued for the first payroll cycle, or pre-note stage, after signing up for the program.** Direct deposit will not begin until the second payroll cycle.

**Direct Deposit Authorization for:** (check only the ones that apply)      Payroll      Accounts Payable      Student Account Refunds

CWID/Student ID:      Last Name:      First Name:  
Phone Number:

Check One:      New      Cancel      Change      *If changing accounts for payroll:*      **Mail Check** during pre-note stage as account is closed. **OR** **Continue depositing into old account** during pre-note stage.

Bank #1: For non-payroll deposits, Bank 1 is the only account that is used.

Bank Name:      Type of Account:      Checking      Savings      Amt/Percent  
(Payroll only)  
Bank Address:      Routing Number:  
Account Number:

Bank #2:

Bank Name:      Type of Account:      Checking      Savings      Amt/Percent  
(Payroll only)  
Bank Address:      Routing Number:  
Account Number:

Bank #3: If you would like the option of more than three bank accounts for payroll please complete additional form(s).

Bank Name:      Type of Account:      Checking      Savings      Amt/Percent  
(Payroll only)  
Bank Address:      Routing Number:  
Account Number:

I hereby authorize Northeast Community College and the financial institution(s) shown to deposit my payroll, flexible spending, expense reimbursements and/or student account refunds directly to my account when paid. If funds to which I am not entitled are deposited to my account, I authorize Northeast Community College to direct the bank to return said funds. This authority will remain in effect until I file a new authorization form or cancel my participation.

Signature:      Date:

Parent Signature:      Date:  
(Required if student is under 18 years of age for student refund)

Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state, and local regulations.