

### Submit Your Direct Deposit Request Online

If you are paid by Northwestern and have an active NetID, you may submit or change your Direct Deposit online in myHR at any time. If you are a new employee, you will receive information about your NetID from your hiring department or manager.

1. If you are a new hire, first activate your Northwestern NetID.  
*Instructions for activating your NetID will be provided by your hiring department or manager.*
2. Log into myHR at [www.northwestern.edu/myhr](http://www.northwestern.edu/myhr) using your Northwestern NetID and Password.
3. Click the "Pay" option and select "My Direct Deposit" on the left side.
4. To add an account, click the purple [+] button and follow the on-screen options.  
To edit an existing account, click that account and make any necessary changes.

### Submit Your Direct Deposit Request in Person

For the security of your personal information, we strongly recommend that you complete your Direct Deposit online using the instructions above.

If you cannot submit your Direct Deposit online, and if you do not complete this form as part of your hiring paperwork, you must present this paper form in person and with photo identification. *Mailed, emailed, or faxed forms will not be acknowledged or processed.*

Bring this form, original photo identification, and a voided check (or bank-generated, printed direct deposit setup form) that shows your Routing and Account numbers to HR Operations on either campus. Office hours are Monday-Friday, 8am-5pm (excluding university holidays).

720 University Place, 2nd Floor, Evanston Campus or 710 N Lake Shore Drive, Room 850, Chicago Campus

#### REQUEST INFORMATION

Legal Name	Last:	First:	Middle:	Northwestern ID Number or SSN:
Direct Deposit Request: <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Add an Account <input type="checkbox"/> Change an Account <input type="checkbox"/> Stop Direct Deposit				

#### PRIMARY DEPOSIT ACCOUNT - REQUIRED *account that you want to receive your pay, minus any money designated as an additional account below*

Name of Bank or Financial Institution	Bank ABA Routing Transit Number	Account Number	Checking or Savings	Amount or Percentage
				<b>Balance</b>

#### ADDITIONAL DEPOSIT ACCOUNT(S) - OPTIONAL *additional accounts that you would like to use, in order of priority (attach another sheet if necessary)*

Name of Bank or Financial Institution	Bank ABA Routing Transit Number	Account Number	Checking or Savings	Amount or Percentage

#### INTERNATIONAL PROCESSING

Do you intend to forward any entire payment made through direct deposit to one of the accounts listed above to a bank account outside the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which account(s) listed above?
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#### AUTHORIZATION

I authorize Northwestern University to remit my net pay to the account(s) at the institution(s) indicated above and further authorize Northwestern University to initiate a withdrawal from the account(s) to adjust for deposit entries made in error. I should not assume that the direct deposit is completed until I receive my first Notice of Advice on payday or view my pay statement online in myHR. This authorization is to remain in full force and effect until revoked by me in writing.	
Signature:	Date:

**Note:** Any time your direct deposit information is updated – either by you, or by HR Operations on behalf of you – you will receive a message to your Northwestern email address confirming that changes have been made. This email will be sent one time for every account that is added or removed and is intended as a security precaution.