



To: All Student Employees

From: Administrative Services-Payroll Office

RE: Direct Deposit Campaign

Date: July 1, 2019

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NWC Payroll would like to reach out and encourage student employees to sign up for direct deposit by completing the attached form and returning it to ORB 106. If you choose not to sign up for direct deposit your pay check will be **mailed to your home address on pay day**.

If you are interested in having Student employment money deducted from your paycheck and applied to your student account, please come to ORB106 to sign the appropriate form.

If you need any assistance or have any questions, please contact Tracy Gasaway at 754-6107 or Diedre Asay at 754-6403. Thanks for assisting us with making processes more efficient.



## Direct Deposit Payroll Authorization Form

**If you opt out of direct deposit, your paycheck will be mailed to your home address on payday.**

NWC ID Number

Today's Date

First Name

Last Name

NAME OF FINANCIAL INSTITUTION #1

TYPE OF ACCOUNT

CHECKING

SAVINGS

BANK ROUTING NUMBER

(9 Digits)

BANK ACCOUNT NUMBER

Office Use only

Whole check    Other amount \$ \_\_\_\_\_

Bank Code #1: \_\_\_\_\_

NAME OF FINANCIAL INSTITUTION #2

Bank Code #2: \_\_\_\_\_

TYPE OF ACCOUNT

CHECKING

SAVINGS

BANK ROUTING NUMBER

(9 Digits)

BANK ACCOUNT NUMBER

Whole check    Other amount \$ \_\_\_\_\_

### PAYEE CERTIFICATION

In signing this form, I authorize my paycheck to be sent to the financial institution named above to be deposited to the designated accounts. I understand that this authorization will remain in effect until I give written notice to cancel it.

Signature

Printed Name

Date