NATIONAL LOUIS UNIVERSITY
DIRECT DEPOSIT REQUEST FORM

Section I: Employee Information

Campus Location | NLU ID# | Employee Name

Section II: Net Pay Direct Deposit

(Includes total pay less any fixed amounts identified in Section III)

Checking ☐ Savings ☐ Add ☐ Change ☐ Cancel ☐

ABA transit routing number

Bank name

Account number

Bank address

Bank telephone number

Section III: Fixed Amounts Direct Deposit

AMOUNT 1 Checking ☐ Savings ☐ Add ☐ Change ☐ Cancel ☐

ABA transit routing number

Bank name

Account number

Bank address

Deduction amount

Bank telephone number

AMOUNT 2 Checking ☐ Savings ☐ Add ☐ Change ☐ Cancel ☐

ABA transit routing number

Bank name

Account number

Bank address

Deduction amount

Bank telephone number

Section IV: Authorization

With respect to payroll entries, I hereby authorize National Louis University, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my checking or savings account and the financial institution to credit and/or debit the same to such account. This authority will begin as soon as NLU and financial institution can process it. This authority will remain in full force and effect until NLU has received written notification from me of its termination in such time and in such manner as to afford NLU and financial institution a reasonable opportunity to act on it. NLU may change or terminate this payroll option at any time.

Signature | Date | Work phone number

NATIONAL LOUIS UNIVERSITY
DIRECT DEPOSIT REQUEST FORM – INSTRUCTIONS

Section I: Employee Information

Print your campus location, social security number and name in the appropriate boxes.

Section II: Net Pay Direct Deposit

Net pay direct deposit is the total amount earned less taxes and deductions. This amount will be electronically deposited at the financial institution you designate. **You must have a net pay Direct Deposit to be eligible for a fixed amount Direct Deposit.**

Check with your financial institution to verify it can process "Electronic Funds Transfer" transactions and that it records such transactions on an accurate and timely basis.

When you are new to the program or when you change any of your bank and/or account numbers, confirm with your bank that the direct deposit has been posted to your account.

You will be able to access your earnings statement showing your earnings, taxes, deductions, and amount(s) deposited into your account(s) through: www.nl.edu – Banner Self-Service.

Select the appropriate account type, Checking or Savings. If you choose checking, **attach a copy of your void check**.

ADD:	This option indicates a new enrollment.
CHANGE:	This option indicates a change in your banking information
CANCEL:	This option will cancel your current direct deposit, **as well as your fixed amounts.**

ABA TRANSIT ROUTING NUMBER: Confirm with your financial institution that you have the correct number, which is normally printed in the lower left hand corner of your check. The number must be 9 positions. If your ABA transit routing number starts with a 4 or up, you need to call your financial institution.

ACCOUNT NUMBER: Verify the type of account and the account number with you financial institution.

BANK NAME, ADDRESS, & PHONE NUMBER: Print your financial institution information in the appropriate box.

Section III: Fixed Amounts Direct Deposit

Fixed Amount Direct Deposit is a specific dollar amount electronically deposited to the financial institution you designate. **You must have a net pay direct deposit to be eligible for fixed amount direct deposit**.

You are allowed a maximum of 2 fixed amount accounts. The remainder of your pay, after the fixed amounts are deducted, will be direct deposited to your net pay account. If there is not enough net pay to take a fixed amount direct deposit, it will be skipped. The order of priority for fixed amount direct deposits is as follows:

1st Fixed Amount 1
2nd Fixed Amount 2

Select the appropriate account type, Checking or Savings. If you choose checking, **attach a copy of your void check**.

ADD:	This option indicates a new enrollment.
CHANGE:	This option indicates a change in your banking information
CANCEL:	This option will cancel your current direct deposit, **as well as your fixed amounts.**

ABA TRANSIT ROUTING NUMBER: Confirm with your financial institution that you have the correct number, which is normally printed in the lower left hand corner of your check. The number must be 9 positions. If your ABA transit routing number starts with a 4 or up, you need to call your financial institution.

ACCOUNT NUMBER: Verify the type of account and the account number with you financial institution.

BANK NAME, ADDRESS, & PHONE NUMBER: Print your financial institution information in the appropriate box.

Section IV: Authorization

You must sign, date and include your work phone number. Maintain a completed copy of this form for your files. **Incomplete forms will not be processed.** Fax or submit the completed form and void check copies to the Payroll Department at: 847-947-5854 or mail form to: NLU – 1000 Capitol Drive, Wheeling, Illinois 60090 Attn: Payroll Department