

NORTHWESTERN COLLEGE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

(Mandatory for all new employees)

Company Name: Northwestern College

Company ID Number: 42-0698196

I (we) hereby authorize **NORTHWESTERN COLLEGE** to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my (our) account [] Checking Account OR [] Savings Account (**select one**) indicated and the bank name below, to credit same such account.

Name of Bank _____

City _____ **State** _____ **Zip** _____

Bank Routing Number _____ **Account Number** _____

This authority is to remain in full force and effect while employed at **NORTHWESTERN COLLEGE**.

Printed Name(s) _____ **Student ID #** _____

Date _____ **Signature** _____

Complete and return to Human Resources Office – lower level in Zwemer Hall.

Bank routing number or routing transit number (RTN) is a nine digit number used to identify a financial institution in a transaction. Most common types of transaction being ACH and wire transfers. Some banks and credit unions may have multiple routing numbers serving different purposes, geographical regions or branches. Routing numbers are printed on the bottom of a check. They can also be found on online banking sites of the financial institution.

Find Routing Number on Your Check

The diagram shows a check with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- 1001** at the top right.
- DATE** with a line for the date.
- PAY TO THE ORDER OF** with a line for the payee.
- \$** and **DOLLARS** with a line for the amount.
- Your Bank Name** with a line for the bank name.
- MEMO** with a line for the memo.
- 123456789** (9 Digit Routing Number) | **0000987654321** (Your Account Number) | **1001** (Check Number) at the bottom.

Enter a name of a bank to find it on the Internet. Banks often publish routing numbers on their websites. For some banks you would need to login into online banking to find correct routing number. If you are still not sure which routing number to use contact your bank directly. You can call your bank using the phone number listed on your debit card or send a message through online banking system.