

# NORTHWESTERN COLLEGE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

(Mandatory for all new employees)

**Company Name:** Northwestern College

**Company ID Number:** 42-0698196

I hereby authorize **Northwestern College** to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my 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** \_\_\_\_\_

I understand that this authorization will remain in full force and effect until I notify **Northwestern College**, 101 7<sup>th</sup> Street SW, Orange City, IA 51041, 712-707-7224, that I wish to revoke this authorization. I understand that **Northwestern College** requires at least 3 days prior notice in order to cancel this authorization.

**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

