

Electronic Funds Transfer

(direct deposit for employee reimbursements, non-payroll)



"I, , hereby authorize Northern Essex Community College, through the Accounting & Finance Office, to deposit funds due directly into the account at the bank named below. The Accounting & Finance Office is also authorized to debit my account to adjust any amount erroneously deposited into my account." This authorization will remain in effect until either cancelled in writing or an updated form changing information is sent to:

Accounting & Finance
Northern Essex Community College
100 Elliott Street, B201
Haverhill, MA 01830-2399

Requested by

Date

Name

NECC ID #

Email address

Extension

Bank information

Bank name

Bank transit routing #

Bank account #

Please check account type checking savings

Employee signature

Date

You will receive a direct deposit notification by email

Returned signed copy along
with voided check to
Accounting & Finance, B201
Keith Pothier x3932