

# NORTHWESTERN MUTUAL

## Direct Deposit Change Form

**You can also manage your accounts online.**

Go to About Me | My Money Matters | Manage Direct Deposits.

Once in UltiPro, go to Myself | Pay | Direct Deposit Summary

EMPLOYEE NAME		ROOM NO.	PHONE NUMBER	CURRENT DATE
SOCIAL SECURITY NUMBER	EMPLOYEE ID	EMPLOYEE'S COMPANY NAME		BANK CHANGE EFFECTIVE DATE

**Instructions:** Complete the chart below to indicate how you would like your account(s) configured.

**Account Deletion:** Any accounts not listed below will be deleted from your direct deposit settings.

**For New Checking Accounts:** Attach a voided check that includes your account number and the bank's routing number.

**For New Savings/Money Market Accounts:** Attach a voided deposit/withdrawal slip that includes your account number and the bank's routing number.

**ACH eligible:** The financial institution you select for each direct deposit must be ACH eligible (i.e., they must be able to accept a direct deposit or electronic funds transfer). Please check with your financial institution before opening a new account to guarantee their ability to accept your direct deposit.

### Optional Accounts

NAME OF BANK	ROUTING NUMBER	ACCOUNT TYPE	ACCOUNT NUMBER	AMOUNT <sup>†</sup> \$
NAME OF BANK	ROUTING NUMBER	ACCOUNT TYPE	ACCOUNT NUMBER	AMOUNT \$
				TOTAL \$

**Required Account** *(After all the specified amounts have been deposited, the available balance will be deposited here)*

NAME OF BANK	ROUTING NUMBER	ACCOUNT TYPE Choose an item.	ACCOUNT NUMBER	AMOUNT <sup>‡</sup> Available Balance
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<sup>†</sup> Accounts with designated dollar amounts will have funds deposited first.

<sup>‡</sup> Net earnings above the amount total of the optional accounts will be deposited into the required account (designated as "Available Balance.")

I authorize Northwestern Mutual to make direct deposits of my paychecks into the accounts as noted above. I also authorize Northwestern Mutual to make direct deposits of Flexible Spending or Benefit Account reimbursements into the required account designated as "Available Balance."

**I also authorize Northwestern Mutual to make corrections for any debits/credits to my accounts processed in error. I understand the Northwestern Mutual reserves the right to terminate electronic fund transfers involving my accounts at any time, and to make such transfers by other generally acceptable methods.**

**This authorization will remain in effect until Northwestern Mutual has received written notice from me of its termination, and such notice of termination will be effective when Northwestern Mutual and the depository institution have had reasonable opportunity to act upon it.**

Attach voided check(s) here

SIGNATURE

DATE

**You must provide the necessary documentation to the Payroll Department, Room S143.**