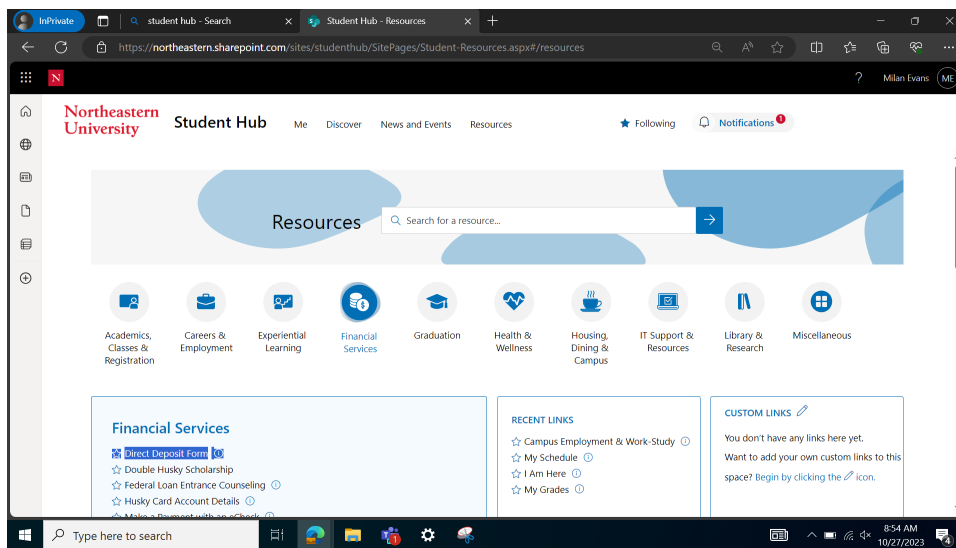


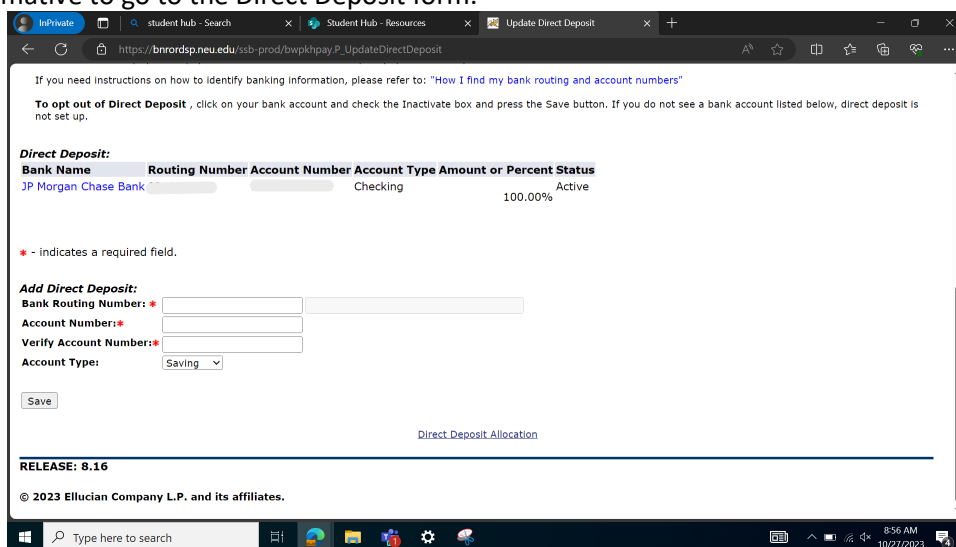
Purpose: The purpose of this job aid is to assist with students setting up and managing their direct deposit. Direct deposit is the process of your funds, such as pay from employment, being sent from the employer to the bank account(s) of your choosing. Students receive their funds faster and there is no need to worry about picking up or holding onto a paper check. **Please note that only one account can be active at a time.**

NOTE: To set up direct deposit on the Student Hub, you must be working in and on a US campus. Canadian students complete the Direct Deposit form as part of their pre-hire documents hosted on our website at studentemployment.northeastern.edu/Canadian.

1. Log into your Student Hub from me.northeastern.edu and click on the Resources tab then the Financial Services option to select the Direct Deposit Form.

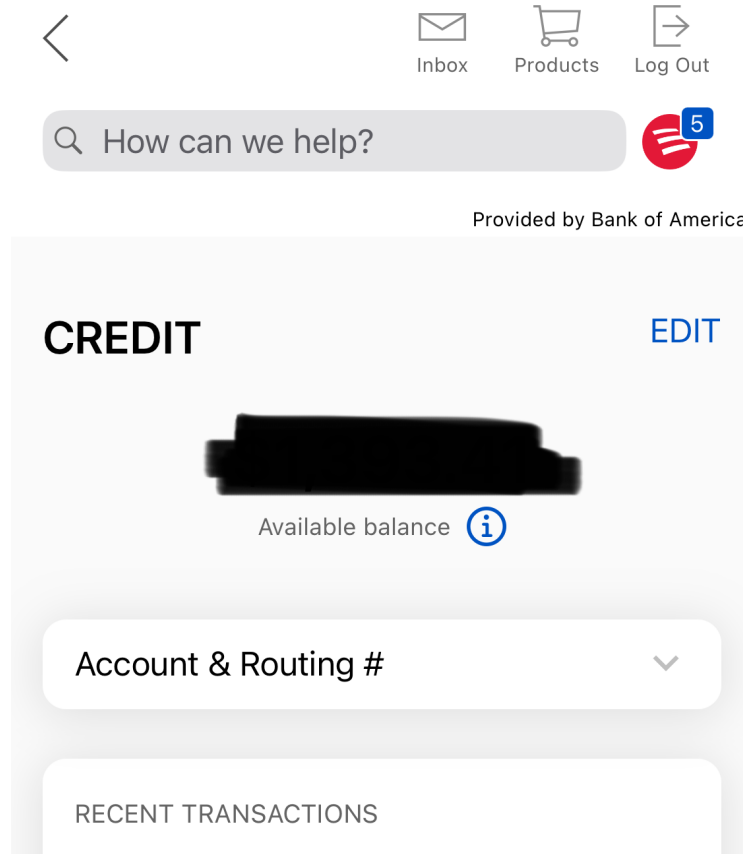


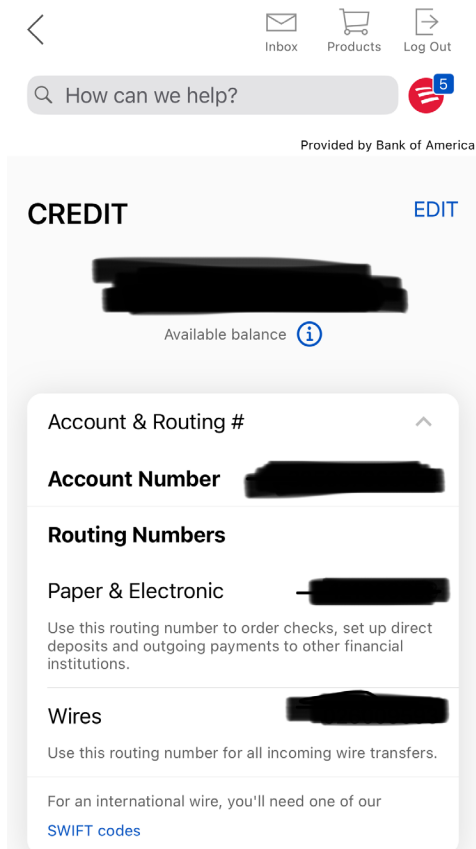
2. Click in the affirmative to go to the Direct Deposit form.



3. To get your bank account details, namely your routing number and account number, pull up either the banking app on your smartphone or the bank's website on your laptop/computer.
4. Log in and select to view the designated account for direct deposit.

5. Click on Account Details, Account Information, or view the Account and Routing number options for the account. For example, Bank of America mobile app accounts display the numbers as such:





NOTE: If you have multiple routing numbers for use, check which one you would use. Typically, you would use the electronic routing number.

6. Fill out the Direct Deposit form using your account number and the appropriate routing number and **triple-check the input information**.
7. Submit. Allow for 3-5 business days for the university to check the validity of the account information.