



# **DIRECT DEPOSIT**

To sign up for Direct Deposit you will need to complete and print the PDF form below

You will also need a direct deposit form from your bank or a voided check

Once completed bring it to the NSC San Diego office to process

Please Allow 1-2 weeks to activate direct deposit



NSC TECHNOLOGIES, INC.

660 Mt. Vernon Avenue, Portsmouth, VA 23707

Phone: 757-399-1738 Fax: 757-399-3275

### (DDP) Direct Deposit Agreement Form

**Printed Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

#### Authorization Agreement

I hereby authorize **NSC Technologies, Inc.** to initiate automatic deposits to my account at the financial institution named below. I also authorize **NSC Technologies, Inc.** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **NSC Technologies, Inc.** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **NSC Technologies** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

#### Account Information

**Name of Financial Institution:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

Checking

Savings

**Account Number:** \_\_\_\_\_

☐☐

**Attach a voided personal check or personalized deposit slip to this form to verify your account number and bank routing number**

#### Signature

**Authorized Signature (Primary):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signature (Joint):** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### DECLINE

\_\_\_\_ I Decline Direct Deposit

Sign/Date

\_\_\_\_ Changes to Direct Deposit (NEW FORM ATTACHED)

Signature/Date:

Reason:

**I understand that my DDP takes 2 weeks to activate AND up to 2 weeks to cancel \_\_\_\_\_ Initials**

**\*\*\*\*\*FOREGO PRE-NOTE TO AVOID DELAY**

**Signature/date**

**\*\*\*\*If you forego prenote, NSC is not responsible for misinformation or invalid accounts**