

Northwest Suburban Council

Employee Payroll Setup Information

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Gender (optional) Male Female

Email Address: _____ SSN: _____

Birth Date (optional): _____ Hire Date: _____

Employee Type: Full Time Temporary Part Time

Camp Staff: Camp Napowan Resident Camp Day Camp

All payrolls will be processed using direct deposit.

Payroll/W-2 notification will be provide via the email address provided.

I (we) hereby authorize Northwest Suburban Council, Payroll Department, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) _____ Checking _____ Savings account (select one) indicated below and the Bank named below, to credit and/or debit the same to such account.

Bank Name: _____ Branch _____

City _____ State _____ Zip Code _____

Transit/ABA No. _____ Acct. No. _____

This authority is to remain in full force and effect until Northwest Suburban Council has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Northwest Suburban Council and Bank a reasonable opportunity to act on it.

Signed: _____

Date: _____

Note: A copy of your check (not a deposit slip) for verification with this agreement is required. Please be advised that this change will be effective immediately. It is your responsibility to verify with your bank that your deposit has been posted to your account. It is not Northwest Suburban Council Payroll Department's responsibility to verify this transaction.

Pay stubs and W-2 forms are online at
moneris.surepayroll.com.