

# MINNESOTA STATE UNIVERSITY MOORHEAD

## FINANCIAL AID FUNDS \*\* DIRECT DEPOSIT AUTHORIZATION

To start, change, or stop your direct deposit, put an X in the appropriate box and follow the instructions for that box. Please return this form to the Business Office upon completion.

- Start** Complete all boxes below (1-10)
- Change bank or account number** Complete all boxes below (1-10)
- Stop** Complete boxes 1, 2, 3, 4, and 10 below

<b>1</b> Student Name (Please print)	<b>2</b> Dragon ID # (Required)
<b>3</b> Social Security Number (*Optional)	For Business Office Use

**NOTE on numbers 6 and 7:** If you are not sure what the numbers are for boxes 6 and 7, contact your financial institution or bring this form and your bank account information to the Business Office, Owens 106.

<b>4</b> Financial Institution (Bank) Name	<b>5</b> Address of Bank (City and State Located)
<b>6</b> Bank Transit Routing Number	<b>7</b> Bank Account Number (length varies)
_____ ( 9 digits )	

<b>8</b> Type of Account. You must indicate either checking or savings, but not both.
<input type="checkbox"/> Checking - Must provide a voided check along with this form <input type="checkbox"/> Savings - Must provide a savings deposit slip along with this form.

<b>9</b> I understand that the direct deposit amount will be the entire amount of financial aid ** overage I am scheduled to receive and that funds may take up to 48 hours before they reach my account.				
<b>10</b> I authorize Minnesota State University Moorhead, and my financial institution indicated above to initiate electronic credit entries (direct deposit) of my student financial aid ** overage and, <b>if necessary, debit entries and adjustments for any credit entries made in error to my account.</b> I understand that I may have my financial aid overage direct deposited to only one financial institution, and that this authorization will continue until I notify the Business Office in writing of a change or request to stop this direct deposit. I understand that if I fail to notify the Business Office of any account changes, I am responsible for any delays in receiving my financial aid overage and any additional fees charged against my bank account such as insufficient fund costs.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Student Signature</td> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Phone Number</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">Email Address</td> </tr> </table>	Student Signature	Date	Phone Number	Email Address
Student Signature	Date			
Phone Number	Email Address			

\* You are not required to furnish your Social Security number. If furnished it will remain private and within the Business Office System.

\*\* Financial aid for direct deposit is limited to funds electronically disbursed. It does **NOT** include alternative loans disbursed by check.