

# Direct Deposit Authorization Form

## Instructions:

1. Fill in all information, recording the transit routing number, account number and whether deposit to a checking or savings account is being requested.

## 2. Attach a voided check.

3. Sign and return the form to the Accounting Office, Stokes Administration Building, Room 103 or mail to the address below. If a joint account then signature of joint account holder (all individuals able to draw on the account) is also required.

Francis Marion University  
Accounting/Cashier's Office  
P.O. Box 100547  
Florence, South Carolina 29502

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

- Check One:  New Direct Deposit Election  
 Change Financial Institution and/or Account Number  
 Terminate Existing Direct Deposit Election(no new election)

## Account Information

Transit Routing Number (9 digits)

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Account Type

Checking

Savings

Account Number (max 17 digits)

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I hereby request, until further written notice is filed with Francis Marion University, that my refund payments be deposited into my account as designated above.

To correct any overpayments made to my account by Francis Marion University in error, I/we hereby authorize Francis Marion University to direct the bank designated herein to debit my/our account for the amount of the overpayment. It is understood that Francis Marion University will notify the student when this situation occurs.

- I have instructions with my domestic bank to deposit these funds in their entirety to an international bank account outside the U.S. (Check this box only if these funds will be deposited directly or subsequently to a bank or financial agency outside the United States.)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Joint Account Holder's Signature \_\_\_\_\_

Date \_\_\_\_\_

John or Jane Doe  
100 Oak St.  
Harbor View, XX  
843-xxx-xxxx

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

Harbor View Bank  
Harbor View, SC

For \_\_\_\_\_

Routing number: 250250025  
Account number: 202020...86

1234  
15000.00

DOLLARS

Don't include the check number.

1234

## **Authorization Agreement for Direct Deposit Form**

1. The funds deposited should be available to the student by all regular means on the morning of the scheduled University distribution day.
2. The electronic funds transfer system requires an additional step known as pre-notification. This is a procedure whereby account numbers or types of accounts must be verified by the receiving financial institution before we will transmit direct deposit data to them. Therefore, new authorizations (or change in financial institution / account number) should be in the Accounting Office at least two weeks prior to the distribution date to take effect.
3. Francis Marion University assumes no responsibility to issue a refund/change check to any student whose direct deposit could not be processed due to his/her account being closed, or any other reason, until the receiving institution has either refunded or guaranteed refund of such deposit to the University.
4. The second copy of the direct deposit form that is printed will serve as the student's copy of the authorization form.
5. Written cancellation of this authorization must be received by the Accounting Office in sufficient time to allow the University and financial institution reasonable time to act on it.
6. Bank information on students who miss a major semester will be deleted during the transfer to the inactive database. Upon returning to Francis Marion University students must re-enroll in the direct deposit option.
7. Students will be notified of the deposit by email the day before funds are available. The email address in the FMU database will be use for this notification. Please make sure you have updated your personal information. To review your personal information you may go to [www.fmarion.edu/about/accounting](http://www.fmarion.edu/about/accounting). Click on Personal Info. Verification. You will need your FMU user ID and PIN number to access this page. Changes to your personal information may take up to three days to update.