

STUDENT PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM



Instructions:

THIS FORM IS FOR STUDENT PAYROLL ONLY. ANY DIRECT DEPOSIT INFORMATION PROVIDED FOR YOUR STUDENT CHANGE CHECK IS UNRELATED.

1. Complete **ALL** information including the account type, transit routing number and account number.
2. Attach a voided check (checking account), voided withdrawal form (savings), or official document from your bank with your name, routing, and account number.
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 accountholder is also required. IF this form is mailed or faxed, then a copy of your driver's license **MUST** be provided.

Francis Marion University
Accounting/Cashier's Office
PO Box 100547
Florence, SC 29502

STUDENT NAME: _____

STUDENT ID#: _____

EMAIL ADDRESS: _____ LOCAL PHONE: _____

CHECK ONE: NEW DIRECT DEPOSIT ENROLLMENT

CHANGE DIRECT DEPOSIT ENROLLMENT (changing the financial institution/account #)

DELETE/TERMINATE DIRECT DEPOSIT ELECTION

ACCOUNT TYPE: CHECKING ACCOUNT SAVINGS ACCOUNT

TRANSIT ROUTING NUMBER (9 digits) _____

ACCOUNT NUMBER _____

I hereby request, until further written notice is filed with Francis Marion University, that my payroll checks 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.

READ THE FOLLOWING CAREFULLY 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

2400
91-548/1221
PAY TO THE ORDER OF _____ \$ _____
DOLLARS
FOR _____
⑆ 22 105 278 ⑆ 67 24 30 1068 ⑆ 2400 ⑆
Routing Number Account Number Check Number