

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)

Account Type

Checking

Savings

Account Number (max 17 digits)

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.

Student Signature

Date

Joint Account Holder's Signature

Date

The diagram shows a check with the following details:

- Payee: John or Jane Doe, 100 Oak St, Harbor View, XX, 843-xxx-xxxx
- Amount: 1234 (with a note "15-00000000" above it)
- Bank: Harbor View Bank, Harbor View, SC
- Routing number: 250250025
- Account number: 202020 86 1234
- Check number: 1234

Annotations include:

- "Routing number" pointing to 250250025
- "Account number" pointing to 202020 86 1234
- "Don't include the check number." pointing to 1234

A large "SAMPLE" watermark is visible across the check.

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. 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.