



DIRECT DEPOSIT APPLICATION

(Student Overpayment Refund)

The College at Brockport offers students the convenience of receiving proceeds from student account overpayments (refunds) via direct deposit. Overpayment refunds may be deposited directly into the checking or savings (U.S.) bank account chosen by the student, provided the student is named as owner or co-owner of that account. Direct deposit offers many attractive advantages. There is no risk of a lost or stolen check; funds are credited to the student's existing bank account quickly and conveniently - ready to access without a trip to the bank!

Enrolling in The College at Brockport's direct deposit program is easy; simply follow the steps below:

1. Gather your existing U.S. bank account information. If you do not currently have a bank account in your name, open a checking or savings account at the U.S. bank of your choice.
2. Complete the following information and return this form to the Office of Student Accounts.

(Please print all responses)

STUDENT NAME: _____

STUDENT ID OR SOCIAL SECURITY NUMBER: _____

NAME(S) ON BANK ACCOUNT: _____

BANK NAME: _____

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

BANK PHONE NUMBER: (_____) _____

TYPE OF ACCOUNT (**PLEASE CIRCLE ONE**): **CHECKING** **SAVINGS**

IMPORTANT:

- If you are electing to have funds deposited to a **savings account**, you must submit a **deposit slip** with your name and account number imprinted by the bank or check manufacturer. **NOTE:** *In order to be processed, the deposit slip must be pre-printed with your name by the bank or check manufacturer.*
- If you are electing to have funds deposited to a **checking account**, you **MUST** submit a **voided check**. *The check must be pre-printed with your name ("starter" checks can not be accepted).*

This direct deposit application cannot be processed without a voided check (or, in the case of a savings account, a pre-printed deposit slip). Failure to provide the required documentation will negate this agreement. If you are unsure of the correct routing and account number information for your bank/bank account, please contact your financial institution directly for assistance.

DIRECT DEPOSIT AUTHORIZATION

I agree to have any credit balance due me as a result of an overpayment to my College at Brockport student account deposited into the bank account designated above. I also authorize the recovery of any funds erroneously deposited into my account. It is my responsibility to inform the Office of Student Accounts, in writing, of any changes to my bank account information. The College at Brockport is not liable for any deposit error or delay resulting from my failure to update my bank account information with the College.

STUDENT SIGNATURE: _____ STUDENT ID # _____

PHONE NUMBER: _____ DATE: _____

04/17/08