



STUDENT DIRECT DEPOSIT PROGRAM AUTHORIZATION

APPLICANT INFORMATION

Name (please print clearly): _____

Tech ID _____ Local Phone Number: _____

ACCOUNT INFORMATION (CHECK ONE) New Change Cancel

This form allows you to activate, change financial institution, or cancel direct deposit for student payroll and financial aid (loans, grants, and scholarships). Your student payroll earnings and financial aid (after payment of outstanding charges, i.e. tuition, fees, etc.) will automatically be deposited into your financial institution account by:

1. attaching a voided check or deposit slip for a savings account from that financial institution (see Attach Voided Check/Deposit Slip Here area below)
- or
2. if no voided check or deposit slip available, present information from your financial institution that includes routing number and account number, to be photocopied by staff member (not a VISA or MasterCard check/debit card).

STAFF OFFICE USE ONLY	
Routing Number: _____	Account Number: _____

SIGNATURE

I authorize Minnesota State University, Mankato and my financial institution to initiate electronic credit entries (direct deposit) of my university funds and if necessary, debit entries to make corrections for any previously posted MSU direct deposits to my account.

Signature: _____ Date: _____

ATTACH VOIDED CHECK/DEPOSIT SLIP HERE

VERIFICATION OF FUNDS

To verify that your university funds have been deposited to your account, contact your financial institution.

TURN IN FORM TO

Campus Hub, 117 Centennial Student Union

IMPORTANT NOTE:

Remember what financial institution account you have for your direct deposit at MSU. Keep this in mind if you make a change with your financial institution.

Retain a Copy for Your Records

- CAMPUS HUB WEBSITE:** mnsu.edu/campushub/directdeposit
- STUDENT PAYROLL WEBSITE:** mnsu.edu/busoff/studentpayroll
- MAVCARD WEBSITE:** mnsu.edu/mavcard

OFFICE USE ONLY	
<input type="checkbox"/> Input	<input type="checkbox"/> Verified