



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

1601 E Market Street
Suite 112
Greensboro, NC 27411

Division of Business and Finance
Treasurer's Office

Direct Deposit Authorization Agreement

Upon completing this form, submit the signed form with a voided check or voided withdrawal slip preprinted with the student's name or an official document from your bank with the proper routing/account number. Please submit these documents to the Treasurer's Office – 1st Floor Dowdy Administration Building.

New Enrollment Change Enrollment Delete Enrollment

Savings Checking

Student Name (Please Print) _____

Banking Institution _____

Student Banner ID# _____ Telephone# _____

****IMPORTANT**** A VOIDED PREPRINTED CHECK (for Checking account), a VOIDED PREPRINTED WITHDRAWAL FORM (for savings account), or an OFFICIAL DOCUMENT from your bank with the student's name, the bank routing number and your account number must be attached to this request to be valid. WE WILL NOT ACCEPT STARTER OR COUNTER CHECKS. **If these documents are faxed or mailed, this form must be notarized.**

Processing the direct deposit request can take up to seven (7) business days. No direct deposit of refunds will occur during this period. Once you sign up for direct deposit, all future refunds will be in the form of direct deposit unless this agreement is terminated by written notification.

Proceeds from any financial aid award in excess of any balance you owe will be deposited into your bank account. If the funds are electronically deposited into your account in error, the University reserves the right to initiate a debit transaction against your account to recoup the funds. This authorization will remain in effect until you provide written notification to **NC A&T State University, Office of the Treasurer, 1601 E. Market St., Greensboro, NC 27411** of any change in your banking information. A Direct Deposit Remittance Advice will be emailed to your University e-mail address when a deposit occurs.

Note: It is your responsibility to notify the Treasurer's Office in writing (by submitting a revised copy of this form to the address above) of any change in your bank account information. Any changes that occur in your bank account information without written notification to our office will cause a delay in the disbursement of your refund (up to 10 business days). The University will not initiate any refunds while awaiting the return of funds caused by a rejected direct deposit.

It is your responsibility to ensure that funds are in the bank prior to any withdrawal.

Student Signature: _____ Date: _____