

BEMIDJI STATE UNIVERSITY STUDENT DIRECT DEPOSIT

If you choose not to have your Financial Aid and Payroll Check directly deposited, it will be mailed to your permanent address.

To start, change, or stop your direct deposit, put an X in the appropriate box and follow the instructions for that box. Please return this form to the Business Office upon completion-Deputy Hall Room 202. It can be mailed to Bemidji State University, 1500 Birchmont Dr. NE #5, Bemidji, MN 56601-2699. Students are limited to either checking or savings.

- | | |
|--------------------------------------|---|
| Start | Complete all boxes below (1-10) |
| Change bank or account number | Complete all boxes below (1-10) |
| Stop | Complete Boxes 1,2,3,4, and 10 below |

1 Student Name (Please print)	2 BSU ID # (Required)
3 Social Security Number (*Optional)	For Business Office Use

NOTE: # 6 and 7,If you are not sure what the numbers are for Boxes 6 and 7, contact your financial institution or bring this form and your bank account information to the Business Office, Deputy 202.

4 Financial Institution (Bank) Name	5 Address of Bank (City and State Located)
6 Bank Transit Routing Number	7 Bank Account Number (length varies)
(9 digits)	

8	Type of Account. You must indicate either checking or savings, but not both.
<p style="margin-left: 40px;">Checking – You must provide a voided check along with this form.</p> <p style="margin-left: 40px;">Savings – You must provide a savings deposit slip along with this form.</p>	

9	I understand that the direct deposit amount will be the entire amount of financial aid overage I am scheduled to receive and that funds may take up to 48 hours before they reach my account. This amount does NOT include alternative loans disbursed by check.								
10	I authorize Bemidji State University and my financial institution indicated above to initiate electronic credit entries (direct deposit) of my student payroll check and financial aid overage and, if necessary, debit entries and adjustments for any credit entries made in error to my account. I understand that I may have my funds direct deposited to only one financial institution, and that this authorization will continue until I notify the Business Office in writing of a change or request to stop this direct deposit. I understand that if I fail to notify the Business Office of any account changes, I am responsible for any delays in receiving my funds and any additional fees charged against my bank account, such as insufficient fund costs.								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Student Signature</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Phone Number</td> <td style="text-align: center;">E-mail Address</td> </tr> </table>				Student Signature	Date			Phone Number	E-mail Address
Student Signature	Date								
Phone Number	E-mail Address								

* Your Social Security number is optional. If furnished it will remain private and within the Business Office System