



# Student Direct Deposit Authorization Form

## Financial Aid & Accounts Payable Disbursements

Direct deposit is the process whereby the college deposits your financial aid or other reimbursement directly into the savings or checking account of your choice.

Fill out the direct deposit form below and return it to the Finance Office, or call (541)440-4630 for more information. Direct Deposit is free. Please allow processing time as your account information must be verified with your financial institution before your refund can be deposited. **Direct Deposit Forms, and a canceled check or direct deposit payment authorization from your bank must be returned, in person, to the Finance Office located in LAVERNE MURPHY Student Center, 1140 Umpqua College Rd, Roseburg, OR 97470.**

Name: \_\_\_\_\_  
First MI Last Student Banner ID number (required)



\_\_\_\_\_  
Social Security Number  
\_\_\_\_\_  
Phone number

**Please note: PHOTO ID REQUIRED TO SUBMIT FORM**

### FINANCIAL AID / ACCOUNTS PAYABLE

<b>Type of Transaction</b>  Start      Change      Cancel	<b>Routing Numbers</b>  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Type of Account</b> Checking      Savings
		<b>Account number</b>
<b>Financial Institution:</b> _____		<b>City, State, Zip:</b> _____

### AUTHORIZATION AND CERTIFICATION SIGNATURES:

I hereby authorize Umpqua Community College to deposit my financial aid/accounts payable funds into my account at the bank named above. Umpqua Community College is authorized to reverse any deposits made in error to my account through the college's direct deposit program. I further warrant that I am a **holder** on the account listed above.

Further, I agree not to hold Umpqua Community College responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Umpqua Community College receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Finance Office. Please allow the College ten business days for any changes to this information.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date