

North Dakota University System  
STUDENT FINANCE DIRECT DEPOSIT AUTHORIZATION

Student Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Empl ID \_\_\_\_\_  
Email Address \_\_\_\_\_

**THE DIRECT DEPOSIT REQUEST TAKES 10 BUSINESS DAYS TO PROCESS. A PAPER CHECK MAY BE ISSUED IF THIS PROCESS IS NOT COMPLETE PRIOR TO ISSUANCE OF REFUND.**

I authorize the North Dakota University System and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account.

This direct deposit will remain in effect until I request in writing a change/discontinuation or 24 months after the last date of use. This direct deposit request will override any other direct deposit I may have set up at a North Dakota University System College or University.

I understand that the deposit for all payments will show on my bank account 2-3 banking days after transmittal and I should contact my financial institution to verify receipt of funds.

\_\_\_\_\_  
Signature/Date

Direct Deposit Account Information:

Financial Institution:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Account Type:      Savings  
                           Checking

**ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP HERE. THE DIRECT DEPOSIT REQUEST MAY NOT BE ABLE TO BE PROCESSED WITHOUT THE REQUESTED ATTACHMENT.**

For Business Office Use Only
Date Received
Date Input
Input by

**Please return to:     Dickinson State University  
Business Affairs  
291 Campus Drive  
Dickinson, ND 58601**