**Direct Deposit Authorization Form**

<table>
<thead>
<tr>
<th>Check one box</th>
<th>Start</th>
<th>Change</th>
<th>Stop</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Complete section 1 and attach a voided check (or complete 2)</td>
<td>Complete section 1</td>
<td></td>
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</table>

**Section 1**  
**Authorization for New Direct Deposit or Cancellation of Existing Direct Deposit**

**Bank Information for:**  
[ ] Student Payroll

I authorize the College of St. Scholastica to initiate automatic deposits to this account. I understand that I will receive e-mail notification to my CSS email address when funds have been released to the account listed on this form or if my deposit is rejected by the financial institution. I understand that it is my responsibility to verify funds are in the account prior to withdrawing the funds. This agreement will be cancelled if the account is closed or a cancellation notice is received.

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**Printed Name:**  
**ID # (VorB):**

**Address:**  
**City:**  
**State:**  
**Zip:**

**Signature:**  
**Phone:**  
**Date:**

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**Section 2**  
**Account Information:** Attach a preprinted, voided check here.  
**OR**

If you do not have preprinted checks or you have a savings account this section must be completed by a representative of your financial institution (bank). An official bank letter/document will be accepted in place of this section. **This section should not be completed by the student or employee.**

**Financial Institution (Bank) Name:**  
**City:**  
**State:**

**Routing Number:**  
**Account #:**  
**Type: (circle one)**

- Checking
- Savings

**F.I. Representative Name:**  
**Title:**  
**Phone #:**

**F.I. Representative Signature:**  
**Date:**

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*To receive reimbursements/refunds via direct deposit, please set up a refund profile in the billing portal.*

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Secure drop off location: Accounts Receivable Office (T2600) or  
Mail to 1200 Kenwood Avenue, Duluth, MN 55811,  
ATTN: Accounts Receivable

Please allow 5-7 business days for processing

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*For individuals receiving a refund via direct deposit, please be advised there are new processing requirements for funds being sent to a financial institution outside of the US. If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please advise Christy Alvar at (218) 723-7045. If you receive your payroll via direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a financial institution in another country please advise the payroll department. There are formatting requirements for these transactions that CSS needs to follow. It will not impact your payroll.*  
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