

Graduate Stern Students

- Please fill out the enclosed Student Authorization Form
-- AND --
- Please attach a voided check with your Student ID number

1) Drop off the form at:

Graduate Stern Bursar
44 West 4th Street
KMC Building, Room 6-110

For after hours please use the drop box on the wall
(with the picture of a yellow taxi)

If you have any questions, please contact this office
at (212) 998-0630.

Our office hours are:

Monday - Thursday	10:00 am - 6:00 pm
Friday	10:00 am - 4:00 pm

2) Or you can mail the form to:

New York University
Office of the Bursar – Direct Deposit
7 East 12th Street, 7th Floor
New York, N.Y. 10003-4475



New York University

Stern School of Business

Office of the Bursar -- Direct Deposit

44 West 4th Street, 6th Floor

New York, NY 10012

Telephone: (212) 998-0630

Return Form and Voided Check to Address Above:

REFUND DIRECT DEPOSIT STUDENT AUTHORIZATION FORM

STUDENT INFORMATION:

This is an authorization for my Direct Deposit to:

Start

Change

Cancel

Last Name:

First Name:

MI:

N _____
University ID Number

Local Mailing Address/Street:

City:

State:

Zip:

Phone #

E-mail Address:

BANK ACCOUNT INFORMATION:

I hereby authorize and request New York University to electronically transfer all credit balances (except from PLUS loans), including Title IV, HEA program funds, from my Bursar account to the following bank for direct deposit into the checking account indicated below. This authorization will remain in effect until I have given written notice of termination. A new authorization must be completed if I change my bank account, close my bank account or financial institution. I understand that I must give advance notice to allow reasonable time for my instructions to be executed.

Student's Signature

Date

Name(s) on Account (Please Print)

Name of Financial Institution (U.S. Banks only)

Checking Bank Account Number ***

Transit/ABA # (the nine digit number between the two colons on the bottom left of your check)

Account holder(s), please sign here: *(Joint accounts require the signature of all persons having authority over the account)*

1. _____
Account Holder's Signature

Date

(_____) _____
Daytime Telephone Number

2. _____
Account Holder's Signature

Date

(_____) _____
Daytime Telephone Number

***** PLEASE ENCLOSE A VOIDED CHECK MARKED WITH STUDENT ID #***
FROM THE BANK ACCOUNT LISTED ABOVE**

For Office Use Only:

Input Date :

Initials:

WHY SIGN UP FOR THE DIRECT DEPOSIT OF REFUNDS?

The Office of the Bursar is continuing to improve student service by offering students the option of having their refunds directly deposited into their checking account. By electing the Direct Deposit process, a student will receive their refunds in their bank account, at the financial institution of choice, which will ultimately be faster than waiting for the check to arrive in the mail.

BENEFITS OF DIRECT DEPOSIT

- **Reliable and Faster:**

The electronic transfer of funds, is the best way to receive your refund money fast. It is quicker and more efficient than receiving your check by mail.

Here's the reason why....

By electing the Direct Deposit process, your refund money will automatically be deposited directly into your bank account, thereby eliminating the 3 to 10 days mailing time.

- **Convenience:**

No pacing by the mailbox, or wasting time waiting on lines at the bank because your refund money will automatically be deposited into your account.

- **Security:**

Your check cannot become lost or stolen.

- **Flexibility:**

Switching accounts or changing banks is easy, just fill out a new Student Authorization Direct Deposit Form.

HOW DO I SIGN UP?

Signing up for the Direct Deposit of Refunds is fast and easy.

- Just complete the reverse side of this form
- Attach a voided check marked with your student ID number
- Return it by mail to: New York University
Office of the Bursar — Direct Deposit
7 East 12th Street, 7th Floor
New York, NY 10003-4475
- In Person Drop off: You may also drop off the form/voided check in person to the following Bursar office locations:
 - Main Office, 25 West 4th Street. 1st Floor
 - Stern School of Business: 44 West 4th Street. 6th Floor
 - Dental School: 345 E. 24th Street. Rm #C118
 - School of Medicine: Greenberg Hall, 545 1st Avenue SCI 129

When first signing up for direct deposit, please allow 10 business days for the direct deposit to take effect. Once you have signed up for direct deposit, any future credit balance will automatically be deposited into your bank account until graduation or withdrawal. If you decide to change banks or cancel direct deposit all you need to do is notify the Bursar by filling out a new form.