



**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  
 FAX: (212) 995-3708  
 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) 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

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 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  
44 West 4th Street. 6th Floor  
New York, NY 10012
- 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 4<sup>th</sup> Street. 1<sup>st</sup> Floor
  - Stern School of Business: 44 West 4<sup>th</sup> Street. 6<sup>th</sup> Floor
  - SCPS: 145 4<sup>th</sup> Ave. 2<sup>nd</sup> Floor, Rm 214E
  - Dental School: 345 E. 24<sup>th</sup> Street. Rm #C118
  - School of Medicine: Greenberg Hall, 545 1<sup>st</sup> 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.