

# Northwestern State University

## AUTHORIZATION FOR ELECTRONIC DISBURSEMENT OF FUNDS

**IMPORTANT NOTE: A voided blank check or letter from your bank must be submitted with this form. A letter from your bank must be on bank letterhead and include your name, account number, and routing number. (Bank statements are NOT a form of verification and will NOT be accepted.)**

Student Name (Print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ NSU E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This authority will remain in effect until I give written notice to revoke it or until the bank notifies Northwestern State University that the account has been closed or I cease to be enrolled at the University. *This includes my authorization to Northwestern State University to reverse any direct deposit entries made in error.*

**PLEASE STATE YOUR INTENT BY SELECTING ONE OPTION BELOW:**

- \_\_\_\_\_ Establish a Direct Deposit Record
- \_\_\_\_\_ Revoke/Remove my Existing Direct Deposit Record
- \_\_\_\_\_ Change My Existing Direct Deposit Information

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**PLEASE SPECIFY YOUR FINANCIAL INSTITUTION BY SELECTING ONE AUTHORIZATION BELOW:**

\_\_\_\_\_ **I am a BOM Account Holder.** I authorize Northwestern State University to electronically direct deposit the net proceeds of my financial aid and any other credit balance refunds into my BOM account.

\_\_\_\_\_ **I am established with another bank/financial institution.** I authorize Northwestern State University to electronically direct deposit the net proceeds of my financial aid and any other credit balance refunds into the following account established with \_\_\_\_\_.

Insert name of financial institution here.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please return this form to the Cashiers Office, 3<sup>rd</sup> Floor Student Services Center, or mail to Northwestern State University, Student Accounting & Cashiering, P.O. Box 5669, Natchitoches, LA 71497. You may also fax it to 318-357-5387. E-Mail is NOT a preferred method of delivery.**