



# XAVIER UNIVERSITY OF LA

## Direct Deposit Authorization

STUDENT NAME \_\_\_\_\_ XUID# \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BANK NAME \_\_\_\_\_ TYPE: CHECKING \_\_\_\_\_ SAVING \_\_\_\_\_

\*ROUTING/TRANSIT # \_\_\_\_\_ ACCOUNT \_\_\_\_\_

**\*Note: Failure to supply the correct routing number will cause a delay in the refunding process.**

Deposit slip routing numbers do not always match the routing number on your check.

I understand that:

- Direct deposit transactions will be sent to the bank.
- I should contact my financial institution to verify receipt of funds.
- Once funds transfer to my bank account, new charges may post to my University (XU) account or current charges may remain on my XU account if I did not request that aid be applied to all outstanding charges.
- If charges on my XU account are not paid by the appropriate due date, a hold may be placed on my XU account.

I authorize XAVIER UNIVERSITY OF LA to deposit my credit balance directly to the account above and to correct any errors that may occur from these transactions. I authorize the financial institution indicated above to post transactions to the account. This authorization is to remain in effect until XAVIER UNIVERSITY OF LA receives written notice from me to cancel or change this authorization.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACH VOIDED CHECK HERE**

Deliver completed form to: Xavier's Bursar's Office, Xavier South, Room 305 Questions? Call 504-520-7667

Mail completed form to: Xavier Bursar's Office, 1 Drexel Drive, Box 121 Room 305, New Orleans, LA 70461

**XU verification by Bursar's Office personnel of student providing Direct Deposit Authorization:**

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Bursar's Office Use Only** Date Activated \_\_\_\_\_ Initials \_\_\_\_\_  SI (Added)

Date Changed \_\_\_\_\_ Initials \_\_\_\_\_ Date Canceled \_\_\_\_\_ Initials \_\_\_\_\_  SI (Removed)

Rev 02/20/09

**IF YOU CHANGE YOUR BANK ACCOUNT, YOU MUST IMMEDIATELY NOTIFY THE BURSAR'S OFFICE**