



XAVIER UNIVERSITY OF LA

Direct Deposit Authorization

STUDENT NAME _____ XUID# _____

Address _____

DAYTIME PHONE _____ EMAIL _____

BANK NAME _____ TYPE: CHECKING _____ SAVING _____

*ROUTING/TRANSIT # _____ ACCOUNT _____

Canceling old account *Yes or* *No (place new information in space provided above)*

***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 Student Account's Office, Xavier South, Room 300 B, for Questions? Call 504-520-7667
Mail completed form to: Xavier Student Account's Office, 1 Drexel Drive, Box 121, Room 300, New Orleans, LA 70125
Fax Form to: Xavier's Student Account's Office @ (504) 520-7987

XU verification of the Direct Deposit Authorization form is provided by the Student Account's Office.

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 STUDENT ACCOUNT'S OFFICE.