

QUEENS UNIVERSITY

of
CHARLOTTE

STUDENT DIRECT DEPOSIT SIGN UP FORM FOR FINANCIAL AID REFUNDS

Direct deposit payments will be deposited to the financial institution of choice. New requests, changes and cancellations may take up to two weeks to process. In the event the university is unable to process a direct deposit, a check will be issued and mailed. Please submit the documents requested in person or by mail to:

Student Financial Services
Jernigan 111
1900 Selwyn Avenue
Charlotte, NC 28274

For your protection, do not scan and/or email this information.

For questions regarding this form contact Student Financial Services at ext. 2225:

How do I sign up?

- Complete the information below
- Attach a voided check or information from financial institution
- Submit form and check to Student Financial Services, Jernigan Building

Authorization: Start Change Cancel

Queens ID Number: _____

First Name: _____ Middle Initial: _____

Last Name: _____

Account Type: Checking – attach voided check
 Savings – attach documentation from financial institution (Many institutions will not allow an ACH into a savings account, please confirm with your bank what is available)

Financial Institution/Bank Name: _____

Routing Number*: _____

Account Number*: _____

*The routing number is the first 9 digit number that appears at the bottom left of your check. The account number appears at the bottom right of your check. If you are not sure which number to use, contact your financial institution for assistance.

Certification and Direct Deposit Authorization

I authorize Queens University of Charlotte to initiate electronic credit entries, and if necessary, debit entries to adjust for any credit entries made in error to the checking or savings account indicated. This authorization will remain in effect until I have canceled it in writing.

Signature: _____ Date: _____