

# Direct Deposit Authorization

For Student Account refunds, including financial aid and tuition refunds, you may view details of your Student Account by logging onto MyASU, Quick Links, Finances, Make a Payment/QuikPay, then choose the Summary Detail tab.

**Step 1. MUST HAVE STUDENT INFORMATION FOR PROCESSING. Print Clearly**

<b>Student's Name: Last,</b>	<b>First</b>	<b>Middle</b>
<b>ASU ID #</b>	<b>Phone #</b>	

**UNTIL AUTHORIZATION IS REVOKED, DEPOSIT MY STUDENT ACCOUNT CREDIT REFUND WITH:**

<b>BANK NAME</b>	<b>CHECKING/SAVINGS ACCOUNT NUMBER</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>BANK PHONE NUMBER</b>

**Step 2. YOU MUST ATTACH A VOIDED CHECK OR A LETTER FROM YOUR BANK REFERENCING YOUR SAVINGS DEPOSIT WITH PROPER BANK ACCOUNTING INFORMATION.**

**Step 3. DOCUMENTS MUST BE PREPRINTED WITH ADDRESS AND BANK ACCOUNT NUMBER.**

**Step 4. YOU MUST BE AN AUTHORIZED SIGNER ON THE ACCOUNT.**

**Step 5. RETURN TO: ARIZONA STATE UNIVERSITY, STUDENT ACCOUNTS  
BOX 870303, TEMPE, AZ 85287-0303 PH# (480) 965-6341**

The University needs fourteen (14) days to set up this authorization and up to three (3) business days to make the transfer to your financial institution after funds become available.

**Your student account direct deposit enrollment will become effective in approximately two weeks, after that time student account refunds, including financial aid, will be direct deposited to your bank account. Prior to that time, refunds issued to you will be made by check and mailed.**

**It is important to keep all your addresses up to date.**

**Special Information for Financial Aid Students**

Fall and Spring semester financial aid begins disbursing 10 days before classes start, so enroll in direct deposit at least one month before classes begin to ensure that your financial aid is direct deposited to your bank account. To receive your financial aid refund before the semester starts, you must register for classes, complete your financial aid packet, and accept your awards at least two weeks before the semester begins.

I hereby authorize and request the University, until this authorization is revoked as described below, to transfer the full amount of Student Account refunds after deductions, for tuition, fees and other charges due ASU, to the financial institution for deposit to my account as indicated.

If any action taken by me, without adequate notification to the Student Accounts Office, results in non-acceptance of the transfer by my financial institution, I understand that the University assumes no responsibility for processing replacement financial aid until the funds are returned to the University by my financial institution.

**There is a \$20.00 service fee for Student Account refunds that must be reissued.**

<b>Step 6. STUDENT SIGNATURE (REQUIRED)</b>	<b>DATE</b>
PARENT SIGNATURE (IF STUDENT IS UNDER AGE 18)	DATE