

**STEPHEN F. AUSTIN STATE UNIVERSITY
DIRECT DEPOSIT REFUNDING AGREEMENT**

What this agreement will do:

Instead of any refund check being sent to the address on file for you with the University, any refunds due to you will be deposited into the bank account that you designate in this communication to us. When signing up for this method of receiving moneys, please make sure you notify us of any change in your designated bank account in a timely fashion. It takes 10 business days to pre-note your account. To pre-note means to initially test the path of the electronic funds transfer for accuracy using no moneys. After that, we can then process any refunds due to you. Once this electronic connection is established, this method of receiving refunds is usually faster than our mailing a check via the U.S. Postal Service.

Please tell us by checking the appropriate line:

Is this a NEW authorization? _____ or a Change to an existing one? _____

STEP 1: PLEASE ATTACH A CHECK MARKED "VOID" FROM YOUR CHECKING ACCOUNT, OR A DEPOSIT SLIP FROM YOUR SAVINGS ACCOUNT.

STEP 2: (Please Print)

Student's Name: _____

Student's Social Security Number: _____

Student's Telephone Number: _____

For a new or change authorization, please fill out the following:

Name of Bank: _____

Telephone Number of the Bank's main or Branch Office: _____

Your Bank Account Number: _____

Your Bank ACH Routing Number: _____

Type of Account (check one): Checking: _____ Savings: _____

STEP 3:

I (we) hereby authorize STEPHEN F. AUSTIN STATE UNIVERSITY, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking Savings account (select one) indicated above and the depository named above, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature (Student)

Date

Is this a request to STOP the direct depositing? _____ If this is a STOP requested, please sign on the line below and then complete step 2 (the first three lines):

Please stop issuing my refunds via Direct Deposit.

Signature (Student)

Date

Please mail or submit to the Business Office (Austin Building, 2nd Floor):
Stephen F. Austin State University
Business Office
P.O. Box 13053 SFA Station
Nacogdoches, Texas 75962