

Student Authorization Agreement for Automatic Deposits
(ACH Credits)

Originating Company Name: **Central Georgia Technical College**

I authorize the above named Originating Company to initiate entries to the account indicated below as follows:

- 1) They may initiate CREDIT entries, which moves money into my account according to the schedule and other conditions to which the Originating Company have agreed.
- 2) They may initiate DEBIT entries to reverse any transactions they have originated to my account in error.

Name(s): _____

Student ID Number OR Social Security Number: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Name of Depository Financial Institution: _____

Checking or Savings Account Number: _____

Please staple a **VOIDED CHECK** below.*

This authority is to remain in effect until the Originator has received written notification of its termination and has had a reasonable opportunity to act upon it.

Signed: _____

Date: _____

***DO NOT USE A DEPOSIT SLIP.** Many banks print internal transactions codes instead of their routing and transit numbers on their deposit slips. Using an invalid routing and transit number will prevent your transaction from being directed to the correct bank, resulting in delays in the posting of your payment.

STUDENT DIRECT DEPOSIT OF FINANCIAL AID REFUNDS

- Financial Aid refunds may be direct deposited into a student's bank account upon receipt of the "Student Authorization Agreement for Automatic Deposits" form and a blank, voided check by the Business Office.
- The completed form along with a blank, voided check must be received by the Business Office by the first day of school in order for the refund to be Direct Deposited to the student's account that quarter.
- Students may discontinue Direct Deposit by requesting in writing that it be discontinued. Requests should be made to the Business Office by the second week of the quarter to be processed for the current quarter.