

# ST. LAWRENCE UNIVERSITY

## Student Direct Deposit Form

NAME: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I wish to have my check deposited electronically to the following account(s):

### BANK INFORMATION

Name of Bank: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Account Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_ Amount/Percent\*  
(circle one)

Name of Bank: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Account Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_ Amount/Percent\*  
(circle one)

Please return to the Business Office located at 116 Vilas Hall.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*NOTE: If savings and checking account options are used in combination, the “remainder” option must be to the checking account. If two savings accounts are used, the remainder may go to either account.

\*\* National Automated Clearing House Association rules require that your first direct deposit transaction be for bank and account number verification purposes only; it cannot contain financial information. Therefore, after enrolling for direct deposit, you will receive one paycheck which will be sent to your campus mail box. Then, all subsequent paychecks will be directly deposited and your pay stub will also be sent to your campus mail box.