

# Michigan State University Direct Deposit Form



I (we) authorize Michigan State University to deposit excess Student Account or Fellowship stipend funds to the account at the institution indicated below and to initiate a withdrawal from the account to adjust for deposit entries made in error. I understand that if I change banks it is my responsibility to update my banking information. I also understand in order to process my direct deposit, MSU will exchange key banking information including social security number through a secure electronic transmission.

I will not transfer the entire amount of my direct deposit from a United States financial institution to a financial institution in another country or to a foreign financial institution that has a branch office in the United States prior to contacting the Student Billing and Receivables Office.

Please note a                      Change in Account:                      New Account for:

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Student PID \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Account Type \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Bank Routing Number \_\_\_\_\_  
Bank Account Number \_\_\_\_\_  
Account Holder's Name \_\_\_\_\_  
Account Holders SS# \_\_\_\_\_

This authority is to remain in full force and effect until MSU receives written notification from the student or account holder or the account is inactive for one year. PLEASE ATTACH A VOIDED CHECK WITH IMPRINTED NAME.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Account Holder's Signature/Date

**MAIL TO:**

*Student Billing & Receivables  
DD Program  
Michigan State University  
Hannah Administration Building  
426 Auditorium Rd Rm 140  
East Lansing, MI 48824*