



## DIRECT DEPOSIT AUTHORIZATION FORM

### Electronic Funds Transfer (EFT) Agreement

Excelsior University can deposit refunds directly into your savings or checking account. This allows for quicker access to your funds by eliminating the time it takes to mail your check, and eliminates bank holds until the funds clear your bank. An email notification is sent to you when the direct deposit process has been initiated; funds will then be available in your account within 1–2 business days later. If you are interested in this option, please return this completed form to the Bursar’s Office.

I hereby authorize Excelsior University to directly deposit, in the account(s) specified below, credit balance refunds owed to me, by initiating credit entries and any appropriate adjustments as may be necessary if credit entries are made in error to my account(s).

Name (PLEASE PRINT) \_\_\_\_\_ Excelsior Student ID Number \_\_\_\_\_

Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Checking**

Attach an original voided check to this form. A voided check is needed in order to obtain correct bank routing and account numbers. If you do not have a voided check, a letter or form issued by your bank indicating your routing and account number will be accepted.

**Savings**

Ask your banking institution to prepare a form with routing and account information and attach it here. The numbers that appear on your account deposit slip may not provide the necessary information.

This authorization is to remain in full force and effect until Excelsior University has received written notice from me of its termination in such time and in such manner as to afford Excelsior University a reasonable opportunity to act on it.

Excelsior University will cancel the authorization after two years of refund inactivity and one year after graduation.

NOTE: Deposits can only be made to a single account, either checking or savings.

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

**Mail:** Bursar’s Office  
7 Columbia Circle  
Albany, NY 12203

**FAX:** 518-464-8700  
Attn: Bursar

**Email:** receipt@excelsior.edu