

Direct Deposit Request

Excelsior College has the ability to direct deposit refunds directly to 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 e-mail notification is sent to you when the process has been initiated. Funds are available in your account the next business day. If you are interested in this option, please return this completed form to the Bursar's Office.

I hereby authorize Excelsior College to deposit credit balance refunds owed me by initiating credit entries to my account at the financial institution (hereinafter called BANK) indicated below. Further, I authorize the BANK to accept and to credit any credit entries indicated by Excelsior College to my account. In the event that Excelsior College deposits funds erroneously into my account, I authorize Excelsior College to debit my account for an amount not to exceed the original amount of the erroneous credit.

Name (please print) _____

Excelsior Student ID number _____

Bank Name _____ City _____ State _____

Checking (attach voided check*) Savings (attach bank letter with routing & account information **)

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

Signature(required) _____ **Date** _____

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

*Please attach an original "voided" check to this form. This document is needed in order to obtain correct bank routing and account numbers.

** When indicating savings accounts, it is important to have accurate bank routing and account numbers –most of the time these are NOT the numbers that appear on your savings account deposit slip. Please have your banking institution prepare a form with this information so your EFT process is not delayed.

Return to: Bursars Office, 7 Columbia Circle, Albany, NY 12203.

FAX to: Bursar (518-464-8700)

Scan and e-mail to: receipt@excelsior.edu