



## NON-PAYROLL DIRECT DEPOSIT AUTHORIZATION

Last Name  First Name  Initial  Student ID#

In case Concordia needs to contact you, please provide the following information:

Daytime Phone  CSP Google-apps E-Mail  @csp.edu

### COMPLETE THIS SECTION FOR NEW DIRECT DEPOSIT (OR FOR CHANGES)

I authorize Concordia University to deposit the net amount of my student account refund to the account number indicated below.

Financial Institution

Account Type:

Routing Number

Checking

Account Number

Savings

### NON-PAYROLL DIRECT DEPOSIT RULES AND DEADLINES

**Please note: You must attach a voided check (for checking) or deposit slip (for savings) to this direct deposit authorization.**

- I understand that my direct deposit will take effect following receipt of this form by the Cashier in order to allow verification of my account.
- This request will remain in effect until I have made a written request to stop or change my Direct Deposit.
- **It is my responsibility to notify the Cashier of closed accounts at least 6 days prior to the next refund. If a direct deposit is returned for any reason, a \$15 bank fee will be assessed to my student account.**
- With Direct Deposit, I authorize Concordia University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

Signature  Date

*Signature must be handwritten for processing*

### COMPLETE THIS SECTION IF YOU WISH TO DISCONTINUE DIRECT DEPOSIT OR IF YOU CLOSE YOUR ACCOUNT

Please discontinue direct deposit to the following institution:

Signature  Date

*Signature must be handwritten for processing*

Please contact the  
Cashier  
at 651-641-8206  
with any questions.

### **Return completed form to:**

Concordia University  
Attn: Cashier  
1282 Concordia Ave.  
St. Paul, MN 55104

OR Scan and email to [cashier@csp.edu](mailto:cashier@csp.edu)

Please make sure to include all required attachments.

*Please DO NOT send this form to your Financial Aid  
Counselor or the Student Financial Services Office.*