

**Dakota College at Bottineau---North Dakota University System**  
**DIRECT DEPOSIT AUTHORIZATION FOR STUDENT REFUNDS**  
**(INCLUDING EXCESS FINANCIAL AID)**

Student Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Empl ID \_\_\_\_\_

**THE DIRECT DEPOSIT REQUEST TAKES 10 BUSINESS DAYS TO PROCESS. A PAPER CHECK MAY BE ISSUED IF THIS PROCESS IS NOT COMPLETE PRIOR TO ISSUANCE OF REFUND.**

I authorize the North Dakota University System and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account.

This direct deposit will remain in effect until I request in writing a change/discontinuation or 24 months after the last date of use. This direct deposit request will override any other direct deposit I may have set up at a North Dakota University System College or University.

I understand that the deposit for all payments will show on my bank account 2-3 banking days after transmittal and I should contact my financial institution to verify receipt of funds.

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

Direct Deposit Account Information:

Financial Institution:

Name \_\_\_\_\_

Address \_\_\_\_\_

Routing Number \_\_\_\_\_

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

Account Type:      Checking (**Voided check is required**) \_\_\_\_\_

                                 Savings (**Deposit slip required**) \_\_\_\_\_

**ATTACH A VOIDED CHECK OR DEPOSIT SLIP.**

**THE DIRECT DEPOSIT AUTHORIZATION MAY NOT BE PROCESSED WITHOUT THE REQUESTED ATTACHMENT. DCB WILL NOT BE HELD ACCOUNTABLE FOR INACCURATE BANK INFORMATION IF A VOIDED CHECK FOR CHECKING ACCOUNT OR DEPOSIT SLIP FOR SAVINGS ACCOUNT IS NOT ATTACHED.**

For Business Office Use Only
Date Received
Date Input
Input by