

**Finance Department – Cashier's Office**  
**4200 Congress Ave., MS#11**  
**Lake Worth, Florida 33461**



We are pleased to be able to offer you a convenient way to receive your student refund or financial aid disbursement from the college - *Direct Deposit*. Now you can have your funds automatically deposited in your checking or savings account. You don't have to change your present banking relationship to take advantage of this service. *Direct Deposit* is safe, convenient and easy.

*Direct Deposit* will help you in many ways:

- It saves trips to your financial institution.
- It saves time in depositing checks – no lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster – reduces the possibility of overdrafts.

Here's how *Direct Deposit* works:

As your student refund or financial aid disbursement is processed, you will receive a deposit in the account noted below. The amount of the deposit will appear in your account soon after the payment process is complete, and is subject to your bank's deposit policies. Generally this is within 24 hours. Entries appear on your bank statement.

To take advantage of this service you must submit your signed authorization in person, for verification purposes, to any campus Cashier's Office.

*A voided check, voided deposit ticket, or other account verification from the financial institution must be attached to this request for deposits into your checking or savings account.*

Today's Date: \_\_\_\_\_

- This is a request to revise account information on file.     This is a new request for direct deposit.     Please cancel direct deposit and mail future checks (your signature and student ID number are required below).

I authorize Palm Beach State College and the financial institution below to initiate electronic credit entries, and, if necessary, debit entries and adjustments for any credit entries in error to my:

- Checking Account                       Savings Account

I acknowledge that if for any reason the provided account number changes, it will be my responsibility to notify the Cashier's Office by providing a new or updated form. I also understand that any changes could take up to **3 business days** to process.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Number (*i.e.*, A12345678\* ID card must be presented to Cashier when form is turned in. A valid Driver's License will be accepted in place of Student ID, if ID is not available.)

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
City, State, Zip (Financial Institution)

\_\_\_\_\_  
Transit Routing Number (9digits)

*Attach a voided check for verification of financial institution information*

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

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Student E-Mail Address

**\*Do NOT use your SS# - Student ID # is on the back of your PantherCard ID.**

\_\_\_\_\_  
Student Daytime Telephone Number