**Grambling State University**

**AUTHORIZATION FOR "ELECTRONIC DEPOSIT"**

New Application for Electronic Deposit

Change of Account Number, same Bank

Change of Bank

I, ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Grambling State University to "Electronically Deposit" my funds on a date specified by the University to the bank of my choice. (Please circle applicable relationship to the university.) It is also understood that it is my sole responsibility to notify the University of my bank account information; as well as; any changes made to my bank account. In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry is made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account.

**Student, Faculty, or Staff Member Signature: ­­­­­­­­­**­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_ \_/\_\_\_\_/\_\_\_\_

**Student/Employee: \_\_\_\_\_ Payroll or \_\_\_\_\_\_Refunds/Reimbursements**

**Grambling ID Number (G#):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Attach a Voided Check or something from your bank account or bank app that shows your name, routing and account numbers to Verify Bank Information and Complete the Following

**Financial Institution Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Institution ABA (Routing) Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Number: Checking Savings** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This section is for GSU employees (faculty/staff) only***

**Is this a second direct deposit account?**  **Yes No**

**If yes, specify amount to be deposited:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**If mailing, please mail to the following address:**

**Attn: Payroll/Student Accounts**

**P.O. Box 25**

**Grambling, LA 71245**