



Direct Deposit Request

Student Accounts · 1151 N. State Street · Elgin, IL 60123 · (847) 628-2055 · fax: (847) 628-2054

Instructions for Requesting a Direct Deposit

- Print or type all requested information legibly and in ink (a fillable pdf form can be found on our website).
- Provide the exact name on the account along with complete and accurate bank information.
- Sign the form where indicated.
- Submit form by US Mail, Fax, or in person to the address/fax number shown above.

Notes

- Incorrect bank information will delay receipt of funds and your student account will be assessed a fee.
- Do not pre-spend funds. Check with your bank to make sure funds have posted before using them.

Should you have questions or concerns about your deposit request, please contact Student Accounts at the number above.

Section 1: to be completed by the Student

Student Legal Name: _____

Student ID #: _____

Your phone number during the hours of 8:00 am - 4:00 pm:

Program: (check one): Traditional Adult Studies Graduate Certificate

✓ Bank Name : _____

✓ City where bank is located: _____

✓ Bank Routing #: _____

✓ Bank Account #: _____

✓ Select One: Checking Account Savings Account

✓ Amount requested: \$ _____

Student signature (required) _____ Date _____

Section 2: to be completed by Student Accounts Department

Date Received: _____ Funds Release Date: _____

Approved By: _____ NOTES: _____

Date Forwarded to Accounting: _____

Section 3: to be completed by Accounting Department

Initials: _____