



## DIRECT DEPOSIT AUTHORIZATION

*(domestic payments only – no international deposits)*

Submit this form along with a voided check or bank letter at least **2-4 business days before** an expected refund.

- By fax to: (954) 262-4131 **OR** Scan and email from your NSU email address to [loandisb@nova.edu](mailto:loandisb@nova.edu).
- By mail to: NSU Office of the University Bursar, 3301 College Avenue, Ft. Lauderdale, FL 33314-7796
- In person to: One-Stop Shops in the Horvitz or Terry Administration Bldgs. on the Fort Lauderdale/Davie campus

### Check ONE box ONLY

#### Authorization

**Set up new authorization**

**Update existing authorization**

(Your **new information** will overwrite previous information on file. Do not cancel your direct deposit authorization, unless you want to receive future refund(s) as a check.

I authorize NSU to electronically deposit my refund(s) into my bank account. If a refund(s) is deposited, to which I am not entitled, I authorize the electronic return or adjustment by NSU. This authorization remains in effect until NSU receives written cancellation from me. Funds are generally available within 2-3 business days. It is my responsibility to verify funds are available at my bank before making any transactions.

#### Cancellation

**I request that NSU cancel my existing direct deposit authorization on file.**

I authorize NSU to issue future refunds to me by check sent via U.S. Postal Service. I understand that I may submit a new Direct Deposit Authorization at any time to reinstate automatic deposit of refunds.

I understand that refunds deposited into my account before this cancellation is processed may either be accepted or returned to NSU by my bank. I understand that funds returned to NSU will be reissued to me within 3-5 business days. It is my responsibility to contact my bank to obtain funds not returned to NSU.

**By signing this form, I confirm that I have elected my funds to be direct deposited to a domestic U.S. financial institution and that the direct deposit will not be part of a back-to-back transaction with a foreign institution. I understand that in order to process my refund, whether by direct deposit or by check, my preferred mailing address must be current and active. (To view/update your mailing address, click on "View/Update Address and Phone" on the "Home" tab in SharkLink at <http://sharklink.nova.edu/>).**

**Complete ALL information below:**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student NSU ID

\_\_\_\_\_  
Student's Daytime Phone Number

\_\_\_\_\_  
Student's Banking Institution

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

### ATTACH VOIDED CHECK HERE FROM YOUR PERSONAL CHECKING ACCOUNT

Submit the completed form along **with a voided check or bank letter signed by a bank officer** with your personal checking account information (not a parent's or other person's) to the Office of the University Bursar.

**Starter OR temporary checks MUST BE SIGNED** and include your name and address in the upper left corner.

#### NOT ACCEPTED:

- someone else's bank information (parent, spouse, business)
- payroll deposit forms, bank statements, deposit/ withdrawal slips, savings account slips
- savings accounts, prepaid card accounts, internet accounts, foreign accounts, business accounts, money market accounts, cash management accounts