



FA Direct Deposit Request Form

CHECK ONE:

START

CHANGE

STOP

Direct Deposit

Bank or Account Number

Direct Deposit

TBCC ID or SSN	Last Name	First Name	M.I.	Phone:
Street Address		City	State	Zip
<input type="checkbox"/> Check here if this is a change of address				

Bank Name	Bank Account Number
Bank Address	Bank Routing Number (9 digits)

STAPLE VOIDED CHECK HERE (Counter checks NOT accepted)

Joe Smith 1234 Anystreet Ct Anycity, AA 12345	1234
Pay to the order of _____	_____ Dollars
Bank Anywhere :123456789 : 123456789123 -1234	
↑ Bank Routing Number	↑ Bank Account Number
	↑ Check Number (Do not use)

BE SURE TO VERIFY YOUR DEPOSIT HAS BEEN COMPLETED BEFORE ACCESSING FUNDS.

TBCC is not responsible for returned check charges. Please check with your bank to make sure it is a member of the Automated Clearing House (ACH) network. Failure to do so may delay processing of your refund.

Dormant accounts will be inactivated after 2 years. If your account has been inactivated, a new request form will be required.

I hereby authorize Tillamook Bay Community College (TBCC) and my financial institution to transfer the full amount of my excess financial aid funds into my bank account as indicate above. This authorization will remain in effect until canceled by me in writing. I also authorize TBCC to apply my Title IV financial aid fund towards institutional charges incurred by me beyond tuition and fees, such as bookstore and other charges. If necessary, I authorize adjustments to any deposits TBCC may have processed in error to my account and authorize the bank, to credit and/or debit the same to such account.

If TBCC deposits funds to my account which I am not entitle to receive, I authorize TBCC to direct the financial institution to return the funds deposited in error as explained under Section 2.5, Subsection 2.5.a of the NACHA Operating Rules.

I agree to notify TBCC's Business Office immediately and in writing of any changes to information pertaining to my checking or saving account or to terminate this authorization, and to notify Student Services of any change of address. I understand improper notification or incorrect information may result in a processing delay of my refund.

Student Signature	Date
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BRING OR SEND YOUR COMPLETED FORM TO:

TBCC – Business Office
4301 Third Street, Tillamook, OR 97141

Tillamook Bay Community College is an equal opportunity educator and employer.