



NON-PAYROLL DIRECT DEPOSIT AUTHORIZATION – STUDENT REFUNDS ONLY

Name: _____ Cortland ID # _____
Last First Middle

COMPLETE THIS SECTION FOR NEW DIRECT DEPOSIT (OR FOR CHANGES)

I authorize State University of NY at Cortland to deposit the net amount of my refund or reimbursement check to the account number indicated below.

Financial Institution: _____ CHECKING SAVINGS

Account Number: _____

NON-PAYROLL DIRECT DEPOSIT RULES AND DEADLINES

PLEASE NOTE: You must attach a voided check (for checking) or a deposit slip (for savings) to this direct deposit authorization. This voided check (or deposit slip) MUST contain the student’s name (“starter” checks are not allowed).

- I understand that my direct deposit will take effect following receipt of this form by SUNY Cortland Student Accounts Office in order to allow verification of my account. **Deposits are to be made only to my personal account(s) and not to third parties.**
- This request will remain in effect until I have made a written request to stop or change my Direct Deposit
- It is my responsibility to notify SUNY Cortland Student Accounts Office of closed accounts at least 6 days prior to next refund.
- I understand that my Direct Deposit must total 100%. I cannot have my refund split between direct deposit and a check. I understand direct deposit is NOT available for Parent Plus Loans NOT directly paid to me.
- With direct deposit, I authorize SUNY Cortland to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

Signature Date

- If you direct deposit your SUNY Cortland payroll check, this routing information will not change your payroll direct deposit. Changes to your bank account must be made in both places.

COMPLETE THIS SECTION IF YOU WISH TO DISCONTINUE DIRECT DEPOSIT OR IF YOU CLOSE YOUR ACCOUNT.

I wish to discontinue direct deposit to the following financial institution: _____

Signature Date

Return this form to the SUNY Cortland Student Accounts Office (in the Miller building) or mail to:
SUNY Cortland Student Accounts Office
PO Box 2000, Cortland, NY 13045
Make sure to include all required attachments.
Please contact Student Accounts at (607)753-2313 with any questions.