

The University of Tennessee Direct Deposit Authorization Form

Office of the Bursar
211 Student Services Bldg.
Knoxville, TN 37996-0225
(865) 974-4495
Email: bursar@utk.edu

Check One:

New Request

Change of Bank or
Account Number

Delete
Authorization

Student's Name: _____ Student's ID#: _____
Last, First, Middle

*Student's UT E-MAIL: _____ Student's Net ID: _____

Bank Name: _____
Financial Institution

Bank Address: _____
Number and Street *City, State and Zip Code*

Bank Routing Number: _____
(The 9-digit bank routing number may be located in the bottom left corner of your check.)

I hereby authorize:

- the University of Tennessee to deposit my refund via electronic funds transfer (EFT).
- my financial institution to credit this amount to my account.

This authorization will remain in effect until cancelled in writing.

A new authorization MUST be completed if:

- I change my account.
- I close my account.
- I change financial institutions.

Account Type:

Checking

Savings

In the event that the exercise of this authorization for any reason results in an overpayment of financial aid actually due and payable to me, I hereby authorize the University to retrieve the funds from my financial institution.

In the event my banking institution refuses the electronic transfer of funds, I understand that it will be up to 10 business days before the University will produce a disbursement check.

If any action taken by me, without adequate notification to the Bursar's Office results in non-acceptance of the transfer by my financial institution, I understand the University assumes no responsibility for processing supplemental financial aid until the funds are returned to the University by my financial institution.

Student-Signature

Phone Number

Date

**Attach a preprinted voided check for a checking account or
a preprinted deposit slip for a savings account**

**Direct Deposit cannot be processed without one of the above
attached to this form.**

***Notification of a direct deposit to your account will be by e-mail.**

Name:

For Office
Use Only