

## **STUDENT Accounts Payable - ACH - DIRECT DEPOSIT**

Stetson University Accounts Payable Department is now offering Stetson students the opportunity to have your student refund or reimbursements processed as an **ACH-DIRECT DEPOSIT (AP-ACH-DD)** to your bank account. If you prefer to continue to receive a check, please disregard and no further action is required on your part.

- If you currently receive your student payroll as a direct deposit, please notify Accounts Payable with the following information:
  - Request the change to receive refunds or reimbursements as a direct deposit.
  - Provide your Stetson ID number.
  - Provide the last FOUR DIGITS of your bank checking account for verification.

### **OR**

- If you currently receive your payroll as a PAPER CHECK *or* you are not a student employee, please complete the reverse side.

### **Important Information:**

- Initially, you will receive an email at your stetson.edu address to confirm enrollment.
- Once you are enrolled to receive AP-ACH-DD, you will receive an email with a PDF attachment instead of a paper check.
- This PDF direct deposit confirmation resembles the look of a Stetson Accounts Payable check and will be deposited to your bank account with two business days.
- Student Account refund procedures *have not* changed. This is an additional option to receive your refund and/or reimbursement, rather than a paper check.
- If you have not received an email, you may contact Accounts Payable to verify our reimbursement process at [accountpayable@stetson.edu](mailto:accountpayable@stetson.edu)

**PLEASE NOTE:** The implementation of the AP-ACH-DD will not change the way that you currently receive your payroll. If you wish to make any **PAYROLL** changes, you will need to direct **ALL** inquiries to the **PAYROLL** Department , Administrative Services Building 386-822-7703, [payroll@stetson.edu](mailto:payroll@stetson.edu)

**Finance Office, ATTN: Accounts Payable, Unit 8318, DeLand FL 32723  
386-822-7024, Administrative Services Building,  
[accountpayable@stetson.edu](mailto:accountpayable@stetson.edu)**

**STUDENT**  
**Accounts Payable - ACH - DIRECT DEPOSIT**

*Student Information - Please PRINT*

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Cell \_\_\_\_\_ Stetson ID Number \_\_\_\_\_

Stetson Email Address \_\_\_\_\_

Campus Box Number (if applicable) \_\_\_\_\_

Name of YOUR Financial Institution \_\_\_\_\_

This service is offered with the explicit understanding that Stetson University is not responsible for any financial liability that may result in the electronic transactions by and between Fifth Third Bank and your financial institution.

I hereby authorize Stetson University to initiate deposits (credits) and/or corrections to the financial institution contained herein. The financial institution is authorized to credit and/or correct the amount to my account. This authority is to remain in full effect until I revoke it in writing or upon termination of my employment with Stetson University.

If you desire to have your direct deposit debited to your parent(s) bank account, the accountholder must sign and initial where indicated.

- The accuracy of the information provided herein is solely your responsibility. \_\_\_\_\_ *INITIAL*
- Information provided on this form supersedes all previous forms. \_\_\_\_\_ *INITIAL*
- Please complete this form and attach **ONE** of the following for the appropriate bank account:
  1. **Checking:** a voided CHECK\*\* copy
  2. **Savings:** a voided deposit slip
  3. **Bank Letterhead:** with the ABA and account number necessary for ACH type transactions.

*\*Checking account deposit slips often have different ABA/bank routing numbers and cannot be used for this type of ACH bank transaction.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return this completed form with attachments directly to:**  
**Finance Office, ATTN: Accounts Payable, Unit 8318, DeLand FL 32723**  
**386-822-7024, Administrative Services Building**  
[accountpayable@stetson.edu](mailto:accountpayable@stetson.edu)