

MISSOURI STATE UNIVERSITY™
Financial Services
(417)-836-5632

REQUEST FOR NON-PAYROLL DIRECT DEPOSIT

Question: How Will I Receive Any Credit Balance?

Answer: For refunds other than Parent Plus Loans: By Direct Deposit To Your Bank Account – Go Online at <https://My.MissouriState.edu>. Go to the Student Tab, under My Finances, select “Non-Payroll Direct Deposit”.

Missouri State University policy is that the balance remaining from your parent plus loan after charges have been paid will be electronically transferred to your bank account, per the information listed.

With each electronic deposit, a confirmation notice of the amount electronically transferred will be sent to the student’s BearMail (email) account. Fill out the form below and enclose a voided check for account verification. If you have any questions, contact Financial Services at (417) 836-5632.

Authorization Agreement for Parent Plus Loan Non-Payroll Direct Deposit

****For Parent Plus Loan refunds ONLY ****

I hereby authorize Missouri State University to directly deposit my financial aid balance into the account identified below. I agree that if any funds are deposited into my account in error, the University may recover such funds directly from my account. **This authorization is to remain in effect until the university has received written notification from me of its termination in such time and manner as to afford the university and bank a reasonable opportunity to act upon it or until I have successfully submitted updated authorization information.**

Parent Name: _____

Bank Routing#: _____ Bank Account#: _____ Type (Check One): Checking _____ Savings _____

Bank Name: _____ Bank Address (City & State): _____

Student Name: _____ Student Bear Pass#: _____

Parent Signature: _____ Date: _____

Return completed form and voided check to:

Financial Services
Carrington 113
Missouri State University
901 South National
Springfield, MO 65897