

MISSOURI STATE UNIVERSITY™

Financial Services

417-836-5632 (phone)

417-836-4443 (fax)

REQUEST FOR NON-PAYROLL DIRECT DEPOSIT

(Not to be used for Payroll. Please contact Payroll @417-836-6578 to set up Payroll Direct Deposit)

Question: How Will I Receive any Credit Balance?

Answer: By Direct Deposit To Your Bank Account – Just Fill Out and Print the Form Below Or Go Online at <https://My.Missouristate.edu> (Not available online for Parent Plus Refunds). Go to the Profile Tab and select “Non-Payroll Direct Deposit” under the Account Balance and Payments Channel.

Missouri State University policy is that the balance remaining on your non-payroll account (Travel advance, Reimbursement or other), financial aid after charges have been paid will be electronically transferred to your bank account.

With each electronic deposit, a confirmation of the amount electronically transferred will be sent to your Bearmail (e-mail) account. This is separate from your Payroll Direct Deposit. This will be used for Financial Aid, Travel Advance, Reimbursements or other. 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 NON-PAYROLL DIRECT DEPOSIT

I hereby authorize Missouri State University to directly deposit funds into the account identified below. I agree that if any funds are deposited to my account in error, the University may recover such funds directly from my account. **This authority will 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.**

Student/Employee Name: _____ Bear Pass #: M _____

Student/Employee Financial Institution Information and Authorization

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

Bank Name: _____

Student Signature: _____ Date: _____

Parent Financial Institution Information and Authorization (for PLUS Loans only)

Parents: You may also participate if you are receiving a PLUS Loan. Your funds may be deposited into the bank account of your choice (yours or your student's) by completing the section below.

Parent Name: _____

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

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

Parent Signature: _____ Date: _____

Student Name: _____ Student Bear Pass # M _____

Return completed form and voided check to:

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