



**DIRECT DEPOSIT AUTHORIZATION
(STUDENT LOAN REFUNDS AND EXPENSE REIMBURSEMENTS)**

We are pleased to offer employees and students direct deposit for student loan refunds and expense reimbursements. Now, instead of receiving a check, you can have the funds automatically deposited in your checking or savings account.

Here's how it works.

Instead of receiving a check, you will receive an email notification at your CTS email address that your money will be deposited in your account. The amount of the deposit will appear on your bank statement.

In addition to the added convenience of having your student loan refund and/or expense reimbursement automatically deposited for you, most people find that this allows them access to their funds faster. To take advantage of this service, please complete the authorization form and return it to the Finance Department.

Authorization

I authorize **Chicago Theological Seminary** and the financial institution listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account listed below. You will be notified in advance if a debit or adjustment is necessary. This authority will remain in effect until I cancel it in writing with the Finance Department.

☐ Checking Account

☐ Savings Account

Bank Name/City/State: _____

Transit/Routing (ABA) Number _____

Account Number _____

Name (please print) _____

Signature _____ Date _____

Please attach a voided check or a letter from your bank with your account number and routing number.