

# Grambling State University

## AUTHORIZATION FOR "ELECTRONIC DEPOSIT"

- New Application for Electronic Deposit
- Change of Account Number, same Bank
- Change of Bank

**Please attach a photo ID, a voided check or a bank document from your bank account or bank app that shows your name, routing and account numbers for verification of the bank information.**

**YOUR DIRECT DEPOSIT WILL NOT BE SET UP IF BOTH DOCUMENTS ARE NOT RECEIVED.**

I, \_\_\_\_\_, hereby authorize Grambling State University to "Electronically Deposit" my funds on a date specified by the University to the bank of my choice. (Please circle applicable relationship to the university.) It is also understood that it is my sole responsibility to notify the University of my bank account information; as well as; any changes made to my bank account. In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry is made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account.

**Student, Faculty, or Staff Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student/Employee:** \_\_\_\_\_ **Payroll or Refunds/Reimbursements**

**Grambling ID Number (G#):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Complete the following:**

**Financial Institution Name:** \_\_\_\_\_

**Financial Institution ABA (Routing) Number:** \_\_\_\_\_

**Account Number:**  **Checking**  **Savings** \_\_\_\_\_

**This section is for GSU employees (faculty/staff) only**

**Is this a second direct deposit account?**  **Yes**  **No**

**If yes, specify amount to be deposited:**

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**For student refund purposes, please email both documents to [studentaccounts@gram.edu](mailto:studentaccounts@gram.edu)**

**For payroll purposes, please email both documents to [payroll@gram.edu](mailto:payroll@gram.edu)**

If mailing, please mail to the following address:

Attn: Payroll/Student Accounts

P.O. Box 25

Grambling, LA 71245