**DIRECT DEPOSIT FORM**

**INFORMATION ON DIRECT DEPOSIT**

Direct Deposit (EFT) allows you to have your payments, reimbursements or student financial aid disbursements automatically deposited in your checking or savings account. For payments and reimbursements, you will receive an email when the EFT is generated. For financial aid, your SIS statement will be updated by Disbursement Day.

*By completing and signing this authorization form, you are giving VCOM and your financial institution authority to deposit your payment, reimbursement or financial aid to your account.*

*Also, you are authorizing VCOM to debit your bank account for any deposits made to your account in error. This authorization will remain in effect until cancelled in writing or upon your graduation or withdrawal from VCOM.*

Please complete the authorization form below and return it to your respective VCOM Business Office:

- 2265 Kraft Drive, Blacksburg, VA 24060
- 350 Howard Street, Spartanburg, SC 29303
- 910 South Donahue Drive, Auburn, AL 36832

To complete:

1. Indicate the account you would like your payment, reimbursement, or financial aid deposited.
2. Fill in your name, financial institution name and location, and date.
3. Complete routing and account number and attach a voided check or deposit slip for verification of all financial institution information. **If you are depositing into a savings account, please contact your financial institution for the correct routing number and bank account.**
4. Be sure to sign the form.

**AUTHORIZATION**

*Please fill out and return to the VCOM Business Office at your respective campus*

I authorize VCOM and the financial institution listed below to initiate electronic credit entries and debit entries and adjustments for any credit entries made in error to:

<table>
<thead>
<tr>
<th>Please select one:</th>
<th>Please select one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Checking account (voided check attached)</td>
<td>□ Personal Account</td>
</tr>
<tr>
<td>□ Savings account (Please attach verified bank form/letter)</td>
<td>□ Business Account</td>
</tr>
</tbody>
</table>

Financial Institution

Student/Employee/Vendor Name (Please Print)

Branch City, State, Zip (Account Opening Location)

Student Class Year/Employee Division

Signature

Date

Transit Routing Number | Account Number
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