

CommuteSmart- Direct Deposit Authorization Form

I hereby authorize Palo Alto University Business Office to:

- START** - New Direct Deposit **STOP** – Direct Deposit (Designate the account to stop)
 CHANGE - my Direct Deposit as follows:

Student Instructions:

1. Complete the required information section.
2. Sign and date the form.
3. **Sending Options:**
 - o Password protect the pdf form and Email it to jtorres@paloaltou.edu. Send the password in a separate email with a blank subject line.
 - o Fax to: Jerry Torres, 650-433-3869.
 - o Print/mail a hard copy to: Palo Alto University - ATTN: Jerry Torres - 1791 Arastradero Road, Palo Alto, CA 94304

STUDENT REQUIRED INFORMATION
PLEASE PRINT

Student Name

Social Security # (Last 4 digits only): ____ _

DIRECT DEPOSIT INFORMATION

I would like my student refund deposited to the bank account:

CHECKING

Bank Name: _____

Bank Routing Number ____ _ Account Number: ____ _
(Paper/Electronic routing # is needed, NOT the Wire routing #)

SAVINGS

Bank Name: _____

Bank Routing Number ____ _ Account Number: ____ _
(Paper/Electronic routing # is needed, NOT the Wire routing #)

I hereby authorize Palo Alto University to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter BANK) indicated above. Further, I authorize BANK to accept and to credit any credit entries indicated by Palo Alto University to my account. In the event that Palo Alto University deposited funds erroneously into my account, I authorize Palo Alto University to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Palo Alto University and BANK have received written notice from me of its termination in such time and in such manner as to afford Palo Alto University and BANK a reasonable opportunity to act on it.

I authorize for Palo Alto University to send all payments via direct deposit, including tuition refunds



Student Signature: _____ **Date:** _____