

## Direct Deposit Authorization

Revised: 05.29.08

The University of North Dakota offers direct deposit as a more convenient means of providing payments to students, employees and vendors by enabling the university to electronically transfer money to respective bank accounts for Accounts Payable payments/reimbursements processed through Accounting Services. Payments may be deposited to any financial institution within the Federal Reserve System. Please contact your financial institution if you are questioning whether your financial institution is within the Federal Reserve System.

Once the direct deposit authorization is in effect, all payments will automatically be deposited into the bank account designated. **At least ten days are needed between the receipt of the direct deposit form and the effective payment date for the authorization. A new direct deposit form will need to be completed if the bank account information changes, the account is closed, or the financial institution is changed. For payments processed prior to the end of the 10-day period, a check will be issued.**

| <b>Employees, Students, and Non-Employees</b>   |  |
|---|--|
| To receive direct deposit for travel reimbursements or other reimbursements/refunds processed through Accounting Services |  |
|   | Obtain a Direct Deposit Authorization Form from the Accounting Services website (see link to the Forms page to the left) |
|   | Complete the form and submit to Accounting Services  |
| <b>Vendors</b>  |  |
| To receive direct deposit for Accounts Payable payments   |  |
|   | Obtain a Direct Deposit Authorization Form from the Accounting Services website (see link to the Forms page to the left) |
|   | Complete the form and submit to Accounting Services  |

- For more information on how to receive Excess Financial Aid or other refunds by direct deposit, please use the following link to visit the Student Account Services website:  
[Student Account Services](#)
- For more information on how to receive your paycheck from Payroll by direct deposit, please use the following link to visit the Payroll website:  
[Payroll](#)