

Instructions for Scholarships/Fellowships Recurring Direct Deposit Authorization Form

1. Direct deposits for Scholarships/Fellowships can only be set up at the beginning of a monthly **recurring** (no one time payments) Scholarship/Fellowship payment.
2. A completed direct deposit form must be attached to each Scholarship/Fellowship form setting up new payments. A copy of the Direct Deposit form may be used for establishing future Scholarship/Fellowship payments, if it is signed and dated again by the Scholarship/Fellowship recipient.
3. The Direct Deposit form and Scholarship/Fellowship form must be received in Grants & Contracts Accounting (201 S Presidents Cir Rm 406) by the 15th of the month, for payment in the following month.
4. The form must be completely filled out with all banking information.
5. The payee Email address must be filled out in order to receive an electronic advice. There is no paper advice available.
6. The sponsoring department must sign the form authorizing direct deposits.
7. A voided check or a deposit slip must be attached to the direct deposit form. If a voided check or deposit slip is unavailable, please attach a memo from the bank stating the bank routing number and the account number for the direct deposit.
8. The total funds must be deposited in **one** bank account.
9. If an individual's bank account changes, the individual receiving the funds must immediately notify his/hers department and submit a new Direct Deposit form.
10. This direct deposit form is **only** used for monthly recurring Scholarship/Fellowship payments.