



DIRECT DEPOSIT AUTHORIZATION

OFFICE OF THE BURSAR
(815) 753-1885

Northern Illinois
University

New

Change

Cancellation

STUDENT INFORMATION:

NAME (LAST, FIRST MIDDLE)

8-DIGIT STUDENT ID ([What's this](#))

STREET

CITY

STATE

ZIP

() -

PHONE NUMBER

FINANCIAL INSTITUTION (BANK) INFORMATION:

NAME

ADDRESS

Checking Savings
(PLEASE SELECT ONE)

ROUTING NUMBER (9 DIGITS)

ACCOUNT NUMBER

The diagram shows a voided check with the following details:

- Payee: John Doe, Mary Doe, 123 Main St., Anyplace, IL 61121
- Routing number: 0719218095
- Account number: 1348569770
- Check number: 1050
- Amount: \$
- Annotations: "Routing number" points to the routing number, "Account number" points to the account number, and "DO NOT include the check number" points to the check number.

ATTACH A VOIDED CHECK (optional)

I UNDERSTAND:

- ✦ **Allow at least 2 weeks** for my direct deposit authorization to be activated.
- ✦ **Verify receipt of funds** prior to writing any checks or attempting to withdraw deposited funds.
- ✦ NIU assumes no responsibility for processing a replacement refund until my financial institution returns the funds to NIU if I **close/change my bank account**.

I hereby authorize Northern Illinois University to deposit any amount owed to me from my bursar account into my financial institution's account provided above via Electronic Funds Transfer. This authorization will remain in effect until canceled in writing by completing a new Direct Deposit Authorization Form.

Student Signature _____ Date _____

RETURN THE COMPLETED FORM:

By Mail: Office of the Bursar
Northern Illinois University
1425 W. Lincoln Highway
DeKalb, Illinois 60115-2828

In Person: Bursar Office
NIU – DeKalb Campus
Swen Parson Hall
Room 210

By E-mail: bursar@niu.edu

By FAX: (815) 753-0491