



VCU Treasury Services

Direct Deposit FAQ's

If you cannot add your information to the form, please click View and select Edit Document.

Q: I don't have a U.S. bank account. Can I enroll in Direct Deposit?

A: Unfortunately, no. Only U.S. banks qualify.

Q: What bank document can I use if I don't have checks?

A: Most banks have an ACH authorization form available online. We will also accept a screen shot provided the account holder name, bank account number, and bank routing number are clearly visible.

Q: Can I use a bank account other than my own for Direct Deposit?

A: Yes, you may use another account but make sure the Direct Deposit Authorization form is filled out and signed by you (the student).

Q: I have a credit on my student account. When will I receive my refund?

A: Please contact Student Accounting at stuacctg@vcu.edu for information regarding your student account.

Q: How do I submit my Direct Deposit authorization form and documents?

A: Completed forms may be emailed to disburse@vcu.edu. For security purposes, you must use your official VCU email account to send the document.

Q: How do I legally sign my Direct Deposit Authorization form?

A: If you cannot print and physically sign your form, please use [DocuSign](#).

Q: How can I tell if I already have Direct Deposit set up?

A: Log on to [eServices](#). From the main menu, select Student, then Student Account, then Student Direct Deposit and Electronic Funds Transfers. If you have signed up, your banking information will be at the bottom.

Q: How do I cancel my Direct Deposit?

A: You may cancel by sending an email to disburse@vcu.edu from your VCU email account. Include in the email the Bank name and last four digits of the bank account number you are cancelling.

Q: How do I change the bank account on file for my Direct Deposit?

A: You may change your banking details by submitting a new Direct Deposit Authorization form and bank documents to disburse@vcu.edu.



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VCU Student Direct Deposit Authorization

This form must be accompanied by a bank document that clearly indicates the name on the bank account, the bank account number and the bank routing number. Please email completed forms and bank documents from your official VCU email account to disburse@vcu.edu.

Section 1: Recipient Information	
Student Name <i>First, Middle Initial, Last</i>	
Student V#	
Address	
Phone #	
VCU Email	

Section 2: Financial Information	
Bank Name:	
Bank ABA/Routing #:	
Bank Account #:	
Bank Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

I hereby authorize and request Virginia Commonwealth University (VCU) to transfer the full amount of the financial aid awarded me, after deductions for tuition, fees and other debts due VCU, to the financial institution indicated above for deposit in my account. I authorize, if necessary, debit entries and adjustments for any credit entries VCU may have processed in error to my checking or savings account. I further authorize the depository indicated above, to credit and/or debit the same to such account.

If, during subsequent evaluations, the Financial Aid Office or the Third Party Sponsor determines my financial need or eligibility has changed, I may be required to repay all or a portion of awards credited to my account and/or funds transferred to my checking or savings account. Failure to repay these funds could result in financial holds being placed on all of my academic records, referral of my account for collection and/or litigation, and referral to the Commonwealth of Virginia Tax Debt Set-Off Program. I will pay any costs associated with collection of the above.

I agree to notify VCU immediately in writing of any changes to information pertaining to my checking or savings account or to terminate this authorization. I also understand that I should notify VCU Records and Registration of any change of address. Improper notification may result in a processing delay of my refund.

Authorization			
Student's Signature:		Date:	

By signing above, I attest that (1) the full amount of my direct deposit is not being forwarded to a bank in another country; and (2) if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform VCU Disbursement Operations Department immediately. ... as directed by the Virginia Department of Accounts & Federal Office of Foreign Asset Control, in support of U.S.C. Title 50, War and National Defense, Oct. 2009.