Rochester
COMMUNITY AND TECHNICAL
College

851 30th Avenue Southeast
Rochester, MN 55901-4999
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TTY Relay: 1-800-627-3529
http://www.roch.edu

STUDENT PAYROLL & FINANCIAL AID CHANGE CHECKS
DIRECT DEPOSIT AUTHORIZATION

I hereby authorize Rochester Community and Technical College and the financial institution named below to automatically deposit my net pay to my checking account. This includes my authorization to you to reverse any entries made in error.

In addition, I authorize RCTC to deduct the cost of deferred items and/or other unrelated charges (i.e.: parking fines, library charges, late fees, etc.) from available Financial Aid funds at the time of disbursement.

This authorization will remain in effect until I rescind my authorization in writing with the RCTC Business Office.

Please print the following information:

Name (Last)	(First)	(Middle Initial)	
Student Mailing Address:			
Stinger ID#:	Phone:		
Name of Financial Institution/Bank:			
Address	**City**	**State**	**Zip**
Bank transit routing number: _ _ _ _ _ _ _ _ _ (This is a 9 digit number, please contact your bank)			
Student's **checking account** number net pay is to be deposited to:			

Adding a new direct deposit or changing an account, bank transit routing number or account number requires a **prenote** to be sent to the bank before the add or change becomes effective. A **prenote** sends your account type and account numbers to the bank without any money to assure the accuracy of the numbers. Changes should be effective 2 to 3 pay periods after you submit the change to the financial aid office. You will receive warrants until the **prenoting** process is complete.

Student Signature:_____Date:_____

Attach a voided check here:

Voided Check

Both you and the College benefit when using direct deposit. For you, no more waiting for the check in the mail or lining up at the Cashier's window. You'll have quick access to your funds, without having to worry about lost mail. The College gains from easier processing, reduced costs, and greater security

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Business Office Use Only: **FA Use Only:** ☐ **APIN Misc Charges Flag**

Entered into MnSCU_____Transaction#:_____