Direct Deposit of Scholarship/Fellowship Stipends for Graduate and Professional Students:

If you are a graduate or professional student receiving scholarship/fellowship stipend support, you may have stipend payments directly deposited into your checking or savings account. To be eligible for direct deposit, you must have a checking or savings account at a bank that is a member of the Automatic Clearinghouse (most banks are members). There is typically a delay of at least one month before the direct deposit agreement becomes effective. *Stipend checks will continue to be sent to your normal location until direct deposit becomes effective for you or if you do not elect the direct deposit option.*

To apply for direct deposit of scholarship/fellowship stipends, follow these simple steps:

1. ***Complete*** the Automatic Scholarship/Fellowship Stipend Direct Deposit Enrollment form. You may enter your information on the fill-in form on the next page but you cannot submit it online.

2. ***Print*** the form.

3. ***Sign*** the form.

4. ***Submit*** the form to the Stipend Payments Department, 726 Broadway, 2nd Floor. If you send the form by interoffice mail, be sure to use Mailcode 1525.

Note: This form is to be used ***only*** for direct deposit of scholarship/fellowship stipend payments. You may ***not*** use it for assistantship stipends. If you wish to establish direct deposit for assistantship stipends, the proper form is available at: www.nyu.edu/hr

Proceed to the Automatic Scholarship/Fellowship Stipend Direct Deposit Enrollment form on page 2.

NEW YORK UNIVERSITY
A private university in the public service

STIPEND PAYMENTS DEPARTMENT
726 Broadway, 2fl Mailcode: 1525

AUTOMATIC SCHOLARSHIP/FELLOWSHIP STIPEND DIRECT DEPOSIT ENROLLMENT

Instructions:

1. *Please complete the Authorization Agreement and Bank Information sections of this form*
2. *You may have your Scholarship/Fellowship Stipend deposited in any existing bank provided it is a member of the Automatic Clearinghouse. Your bank probably is a member, but if it is not, the Stipend Payments Department will notify you.*
3. *For a checking account, include a blank voided check*
4. *For a savings account, obtain the transfer ABA number and appropriate account number from your bank*
5. *Return this completed form and appropriate attachments to:*

New York University
Stipend Payments Department
726 Broadway, 2FL mailcode: 1525
New York, NY 10003

AUTHORIZATION AGREEMENT

Please enroll me in the AUTOMATIC SCHOLARSHIP/FELLOWSHIP STIPEND DIRECT DEPOSIT PLAN. I authorize New York University to deposit my Scholarship/Fellowship Stipend Payment each month directly into the account named below. This authority will remain in force until I have given written notice of termination or until New York University has notified me that this service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. In the event an incorrect amount should be entered in my account, I authorize my bank to make the appropriate adjustment. Due to the Banking System account verification procedures, there will be at least a **one-month delay** before your Direct Deposit agreement becomes effective. A check will be available at the location you normally pick up your Scholarship/Fellowship checks until the agreement takes effect.

Signature _____ **Date** _____/_____/_____
Print Name _____ **SSN** _____
NYU Address _____ **Room** _____ **Phone** _____

Your advice will be mailed to your local address currently on file with the Student Information System

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BANK INFORMATION

ABA Number (first 9 digits only)

⑆___ ___ ___ ___ ___ ___ ___ ___ ___⑆

Your ABA number appears at the bottom of your checks between the markings indicated above

Bank Name _____

Branch Address _____

City _____ **State** _____ **Zip** _____

Account Number _____

Account Type (check one): Savings ☐ **or Checking** ☐

Please note that a money market account is either a savings or checking account. Please make the appropriate selection.

Stipend Payments Department Use Only		
Student ID #	Effective Date	ABA Transit #

Account	C/S	PRE	DIS