

STUDENT DIRECT DEPOSIT FORM

Boston College will process all expense reimbursement payments by Direct Deposit into your bank account. Once you are set up you will receive an e-mail notification from wsadmin@bc.edu for each payment stating the amount, a brief payment description and the estimated deposit date. Please follow the directions below to ensure payments are properly received.

If you are currently a Student Employee of Boston College and receive payroll checks your information from Agora if required

Confirm the last four digits of your Bank Account in Agora ____/____/____/____ *

Your bank account information can be found in *Agora>>PeopleSoft Human Resources>>Self Service>>Payroll and Compensation>>View Paycheck**

If you are not a Boston College Student Employee your banking information is required

Bank Name _____

Routing number (9 digits) _____

Bank Account Number _____

The diagram shows a sample check from Joe Smith, 1234 Anystreet Court, Anycity, AA 12345. The check is payable to the order of _____ Dollars. The bank is Bank Anywhere. The MICR line at the bottom is ⑆ 123456789 ⑆ 123456789123 ⑆ 1234. Below the MICR line, three boxes are labeled: Routing Number (under 123456789), Account Number (under 123456789123), and Check Number (under 1234). A large 'SAMPLE' watermark is diagonally across the check.

I authorize Boston College to process payments directly to my bank account. I understand it is my responsibility to verify that payments issued by Boston College have been credited to my account before attempting to draw on the funds. I understand this authorization will remain in effect until I notify Boston College in writing of an account number change.

Student Information:

Name (print) _____ **Eagle Id** _____

Home address _____

Signature _____ **Date** _____