

## How to Fill Out Banking Information for Direct Deposit Authorization

We understand that providing your banking details can feel like a complicated process. This one-pager was created to help guide you through the steps of filling out the necessary information for Direct Deposit Authorization forms. By following these simple instructions, you can ensure that your payments are processed quickly and accurately.

### 1. Full Legal Name:

- **What to do:** Write your full legal name exactly as it appears on your official documents or bank account.
- **Why it's important:** This ensures that payments are issued to the correct person and prevents delays.

### 2. Financial Institution:

- **What to do:** Enter/write the name of your bank or financial institution (e.g., Bank of America, Wells Fargo, BECU).
- **Why it's important:** This identifies where your account is held.

### 3. Account Type:

- **What to do:** Select/write out whether your account is a **checking, savings, or loan account**.
- **Why it's important:** This helps ensure that your payment is sent to the correct type of account.

### 4. Routing Number:

- **What to do:** Find and enter the routing number for your bank. This number is used to identify your bank in transactions.
- **How to find it:** You can find your routing number on your checks, or by checking your bank's website, app, bank statements.

### Visual Example:

YOUR NAME 1234 Main Street Anywhere, OH 00000 123  
DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

044072324 000123456789 123  
ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

- **Why it's important:** This number ensures that your payment goes to the correct bank.

#### 5. Account Number:

- **What to do:** Enter the number associated with your bank account.
- **How to find it:** Your account number is typically listed on your checks or can be found in your online banking account or bank statements (see image above).
- **Why it's important:** This number ensures the payment is directed to your specific account.

#### 6. Email Address for Payment Confirmation:

- **What to do:** Provide the email address where you want to receive notifications about your payment.
- **Why it's important:** This ensures you receive confirmation that the payment has been processed.

#### Important Reminders:

- Double and triple-check your information to ensure accuracy before submitting.
- Incorrect information can delay or misdirect your payment, and payments cannot be reversed once issued.

#### Sample Images:

If you have a check, you can locate the routing number and account number printed on it

YOUR NAME 1234 Main Street Anywhere, OH 00000 123  
DATE \_\_\_\_\_  
PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

**044072324**   **000123456789**   **123**

**ROUTING NUMBER**   **ACCOUNT NUMBER**   **CHECK NUMBER**

The diagram shows a check form with three numbers highlighted: 044072324 (Routing Number), 000123456789 (Account Number), and 123 (Check Number). Each number is enclosed in a colored box (orange, green, and blue respectively) with a vertical line pointing to its label below.

If you are completing the Student Electronic Transfer Fund Authorization Form, here is an example of how it should be filled out

Student Electronic Funds Transfer Authorization- College Success Foundation	
<b>Student Full Legal Name:</b> <b>Jane Doe</b> <i>(This name must match the account holder's name)</i>	
<p>This form will allow CSF to issue your EFR Payment or Stipend Payment via electronic funds transfer. Once we set up your payee profile, your electronic payment will be issued, and you will receive confirmation of payment at the email address you provide below.</p> <p><b>It is advisable that you double, and triple check your banking information for accuracy. CSF will not be able to reverse any payments once they are issued.</b></p> <p>If you have any questions, please contact your CSF College Coach!</p>	
<b>Financial Institution</b>  <b>BECU</b>	<b>Account Type (checking/savings/loan)</b>  Checking
<b>Routing Number:</b>  01010101	<b>Account #:</b>  123456789101112
<b>Email address to receive payment Remittance Detail:</b>  jandoe@gmail.com	

**Need Help?** If you have any questions or need assistance, please reach out to your [CSF College Coach!](#)