



- To be completed by student:**
- New ACH/Direct Deposit Entry
  - Update ACH/Direct Deposit Entry

**ACH/DIRECT DEPOSIT AGREEMENT**

All financial payments from Hebrew Union College-JIR National Business Office will be ACH/Direct Deposited via electronic transfer into the banking account of my choice. This agreement will remain in effect until amended, or terminated in writing by me, or until this service is no longer available through the College.

**IMPORTANT NOTICE**

**A COPY OF A VOIDED CHECK OR COPY OF ELECTRONIC STATEMENT DISPLAYING THE INFORMATION SPECIFIED BELOW MUST ACCOMPANY THIS FORM. FORMS SUBMITTED WITHOUT THE REQUESTED INFORMATION WILL NOT BE PROCESSED.**

**Complete all sections marked with an asterisk (\*).**

**\*ACH/Direct Deposit will be for the following payments:**

1. Student Billing (Student Loans Disbursements/Refunds)
2. Accounts Payable (Awards/Fellowships/Stipends/Student Expenses/Student Reimbursements)
3. Payroll (Student Pulpit Payments)

**Please print legibly.**

\*Direct Deposit to (bank name): \_\_\_\_\_

\*ABA Routing Number: \_\_\_\_\_

\*Checking Account Number: \_\_\_\_\_

\*Current Mailing Address: \_\_\_\_\_

\*Social Security #: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

My signature below confirms that I agree to have all funds deposited in the banking account as seen above.  
**Should there be any changes to the banking account information submitted, I will forward all changes to the National Business Office.**

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*Signature

**Please send the completed form and attachments to:**

Hebrew Union College – Jewish Institute of Religion  
Attention: National Business Office  
3101 Clifton Avenue  
Cincinnati, OH 45220

Fax #: (513) 221-2369  
E-mail: [sroper@huc.edu](mailto:sroper@huc.edu)

If you have any questions, please contact Stacey Roper at (513) 487-3213, (800) 488-8720 ext. 3213 or e-mail [sroper@huc.edu](mailto:sroper@huc.edu).