



National Business Office

<u>National Business Office Use Only</u>	
Student ID #:	_____
Entered by:	_____ Date: _____
	<i>(Initials only)</i>

Please check ONE Box:

- 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 USA banking account of my choice. This agreement will remain in effect until amended due to a change in information or until this service is no longer available through the College.

IMPORTANT NOTICE

A VOIDED CHECK OR DIRECT DEPOSIT DOCUMENTATION FROM YOUR BANKING INSTITUTION 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 all the following payments:**

1. Accounts Payable (Awards/Fellowships/Stipends/Student Expenses/Students Reimbursements)
2. HUC-JIR Employee expenses, reimbursements, etc.
3. Student Billing Student Loan Disbursements

Please print legibly.

*Account Holder's Name: _____

*Direct Deposit to (bank name): _____

*ABA Routing Number: _____

*Checking Account Number: _____

*Current Mailing Address: _____

*E-mail Address: _____

My signature below confirms that I agree to have all funds deposited into the banking account as seen above and confirmed via the attached voided check or direct deposit documentation from my banking institution. **Should there be any changes to the banking account information submitted, I will forward all changes in writing 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

If you have any questions regarding your payments, please contact Anthony Upshaw at (513) 487-3214, (800) 488-8720 ext. 3214 or e-mail to aupshaw@huc.edu.