



Fort Hays State University

Student Fiscal Services
Sheridan Hall Room 110G
600 Park Street
Hays, KS 67601

Phone: (785) 628-4252
Fax: (785) 628-4081
www.fhsu.edu/sfs
Email: sfsmail@fhsu.edu

Direct Deposit Authorization

Please check one of the following:

- New Request Change of Bank or Account Number Terminate Authorization

I authorize Fort Hays State University to directly deposit my financial assistance refund to my account at the financial institution below. Checking Savings

Name _____ FHSU ID Number _____
(Please Print)

Home Phone Number _____ Business Phone Number _____

Fax Number _____ Primary Email Address _____

Bank Name _____ Bank City _____ Bank State _____

- If I change my bank or checking/savings account number, or close my account, I will complete a new authorization form and send it to Fort Hays State University, Student Fiscal Services, 600 Park Street, Hays, KS 67601.
- I agree to send Fort Hays State University written notification if at any time I wish to terminate this authorization.
- I agree to verify any direct deposit to my account before spending funds.
- Financial Assistance refund options are selected on a semester basis. If you wish to select Direct Deposit as your refund option, this must be initiated through the TigerEnroll process every semester you attend FHSU.

In the event my banking institution refuses the electronic transfer of funds, I understand that it will be up to ten business days before the University will produce a disbursement check. If any action taken by me, without adequate notification to Fort Hays State University results in non-acceptance of the transfer by my financial institution, I understand the University assumes no responsibility for processing supplemental financial aid until the funds are returned to the University by my financial institution.

If choosing to use a checking account, please attach a voided, pre-printed check with all information. **Do not use deposit slips.** These documents often contain internal codes specific to each receiving bank, which can cause the transaction to be rejected by the bank.

If choosing to use a savings account, please attach a deposit slip or statement from your financial institution providing the savings account number and bank routing number.

If you have any questions regarding Direct Deposit please call (785) 628-4252 or email sfsmail@fhsu.edu.

*Example of
Voided Check*

Victor E Tiger 600 Park Street Hays, KS 67601	0123
	Date _____
Pay To The Order _____	VOID
	\$ _____
	_____ Dollars
Your Friendly Bank Memo _____	Void _____
123456789 1:0000000000	RX0123

Signature _____

Date _____