Instructions:

1. Complete this entire authorization agreement. Please print using black or blue ink.
2. Present this completed form to the Student Financial Services office. If your checking account will be debited, please attach to this form a **voided check** for the checking account. If your savings account will be debited, please attach to this form a **voided deposit slip** for the savings account.
3. This agreement may be revised or terminated at any time by written notification or email to the Student Financial Services office.

YOUR INFORMATION

STUDENT ID# _____ **STUDENT NAME:** _____	Last Name:	First Name and Middle Initial:
	Street Address:	
	City:	State and Zip Code:
	Daytime Phone: ( )	Evening Phone: ( )

DESIGNATION AND FREQUENCY

(For School use Only)		**Frequency:** (Please check only one.) Student account payments are due on the 15th of the month.
Designation:	**Amount:** (may vary monthly)	☐ Monthly on the 5th ☐ Monthly on the 15th ☐ Monthly on the 25th ☐ One-Time
☐ SFS	$_____	

CHECKING OR SAVINGS ACCOUNT ACH DEBIT AUTHORIZATION

should be debited from my:

☐   Checking Account (Please attach a **voided check**.)

☐   Savings Account (Please attach a **deposit slip**.)

Routing Number (9 Digits): _____

Account Number: _____

Routing Code   Account Number

(School Use Only)

ACH Transaction Set Up on _____/_____/_____ by _____

I hereby authorize *Ouachita Baptist University* to automatically withdraw payments from my account by initiating ACH debit transactions per the amount, frequency, and account information stated on the monthly electronic statement. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of NACHA requirements. This authorization will remain in effect until *Ouachita Baptist University* has received written notification from me of its termination in such time and in such manner as to afford *Ouachita Baptist University* a reasonable opportunity to act on it.

Account Holder Signature:

_____

Date: _____/_____/_____

Direct Payment Enrollment and Authorization Form
(Authorization Agreement for Electronic Transfer of Funds via ACH Debits)