

Office of the Bursar
8550 Magellan Parkway, Ste. 1100
Richmond, VA 23227
P: (804) 627-5362 F: (804) 627-5441
Email: bsr-bursar@bshsi.org



Direct Deposit Form for Refund/Stipends

Fill out this form and return it to the Bursar/ Fiscal Department Fax (804) 627-5480 or e-mail to bsr-bursar@bshsi.org.

I hereby authorize *Bon Secours Memorial College of Nursing* or *Bon Secours St. Mary's Hospital School of Medical Imaging* (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize my Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that the Company (or its payment processing agent) deposits funds erroneously into my account, I authorize the Company (or its payment processing agent) to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the Company and my Bank have received written notice from me of its termination in such time and in such manner as to afford the Company and my Bank reasonable opportunity to act on it.

Your signature below indicates you have read and understand the above.

Student Signature: _____ School: BSMCON SOMI

Student Name: _____ Student ID #: _____

Student Address: _____

****You also must attach either a blank check with 'void' written across it, or if you do your banking online please provide a snapshot of your banking website that shows your routing number and your account number****

Bank Account Information:

Bank Name / City / State: _____

Routing / Transit #: _____ Account #: _____

Circle Account Type: Checking Savings*

**If you wish to deposit to a savings account, ask your bank to give you the Routing / Transit Number for your account. They may not be the same as the number on a savings deposit slip. This will ensure that there will be no delay in the deposits to your account*

To Be Completed by Finance

Student PayMode ID: CON. _____

Vendor ID#: _____

A/P Update: ____ / ____ / ____

PayMode-X Update: ____ / ____ / ____