

**Salt Lake Community College
Redwood Cashier Services
4600 South Redwood Rd
Salt Lake City, UT 84123**

**Salt Lake Community College
South Cashier Services
1575 South State Street
Salt Lake City, UT 84115**

**Salt Lake Community College
Jordan Cashier Services
3491 W. Wights Fort Rd
Salt Lake City, UT 84094**

**Salt Lake Community College
Sandy Cashier Services
830 East 9400 South
Sandy, UT 84094**

**Salt Lake Community College
Miller Cashier Services
9750 South 300 West
Sandy, UT 84070**



Refund Options

Salt Lake Community College is offering Direct Deposit for student tuition refund checks. Instead of waiting for your check to arrive in the mail, we encourage you to sign up for Direct Deposit.

- **No trip to the bank**
- **No delay in receiving funds**
- **No lost checks in the mail**
- **No checks stolen from the mailbox**
- **Eliminates possible check cashing expenses**
- **Safe, electronic transfer of funds**

Student refunds from cash or check payments, and Financial Aid remainder refunds can now be received one of two ways:

- **Direct Deposit**
- **Mailed Refund Check**

Cashier Services will not Hold Refund Checks

If payment was made with a Credit or Debit/Credit card the refund will be credited back to the original card used for payment.

If you choose to have your refunds Direct Deposited to your bank account, fill out the Direct Deposit Form inside and submit with a copy of a voided check to the Cashier's Office.

Attach Voided Check Here

Salt Lake Community College
Cashier Services Department
Student Refund

Direct Deposit Authorization Form

Please Complete Form in Blue or Black Ink

For deposits into a checking account:

YOU MUST ATTACH a blank check (or copy of check) that has been marked "VOID".

For deposits into a savings account:

YOU MUST ATTACH a letter from the Financial Institution stating its routing number and your account number.

We CANNOT accept Deposit Slips.

Your Legal Name (**Please Print**)

Banner ID number

S-_____

Please deposit refunds to the following Financial Institution:

Name of Financial Institution

Branch Phone Number (optional)

Account Number and Type (i.e. checking, savings)

Direct Deposit Notification will be sent to your

SLCC MyPage email address.

Checking

Savings

Check **one** of the following:

- NEW:** Deposit my refund to the account shown above.
- CHANGE:** Please change my Direct Deposit for my refund from _____ (Current Financial Institution) to the account shown above.
- CANCEL:** Please stop my participation in the Direct Deposit program. My future refund checks will be mailed to the current student address on file in Accounts Payable.

I hereby authorize Salt Lake Community College and the Financial Institution shown on this form to deposit my refunds directly to my account and, if necessary, adjust any SLCC deposit entries made in error to my account. I authorize Salt Lake Community College to use my Title IV Financial Aid funds for non-institutional charges like Late Fees, Parking Tickets, Transcripts, Graduation Fees, etc. *This authority will remain in effect until Non-Institutional Charges are declined, or I cancel my Direct Deposit Authorization.* It is my responsibility to turn in correct information and to read this entire form.

Signature and Date _____

Return to any Cashier Services Office at addresses provided on the back of this form, or mail to Salt Lake Community College, Attn: Cashier Services, P O Box 30808, Salt Lake City, UT 84130-0808.