Student Direct Deposit Authorization Instructions

Student financial aid recipients may be eligible for a credit balance refund if they accept more in financial aid funding than what is billed to them. Refunds are distributed to students by direct deposit or by a paper check mailed to an address on file.

We highly recommend signing up for direct deposit. It's the quickest and safest way to get your refund!

Complete the Direct Deposit Authorization Form found on our website (click on *Application Process*, and then *Direct Deposit Authorization Form and Directions*).

You will need to submit supporting documentation that verifies the account and routing number you indicate on the form.

Acceptable Supporting Documentation:

Savings Account	Checking Account*
A copy of a savings account card issued by your banking institution	A blank check with VOID written across it
A statement on your bank's letterhead that shows your full account and routing numbers	A statement on your bank's letterhead that shows your full account and routing numbers

*Debit cards are not an acceptable form of documentation.

I do not know my specific bank branch; what should I place here?
If you primarily bank online, you can place "Online" where it asks for branch and city, state and zip. If you use a physical location, it is acceptable to put the street name in the branch line, and the city, state and zip of the location.

I previously signed up for Direct Deposit. Do I need to do anything further?
No, previous authorizations are carried over from year-to-year. No action is needed unless you have changed bank accounts since signing up. If you've changed accounts, you need to complete a new authorization form and supply new supporting documentation. You can confirm your bank name and the last four digits of your account and routing number by following these directions to know if you need to update your information on file.

I'm not sure if I signed up for Direct Deposit or not. How can I check?
You can check your status on Student Self-Service! Please follow the following directions to see if your request has been processed. Don't see your information? You can e-mail our Bursar team at bursar@neomed.edu to inquire.

I want to sign up. How do I submit my Direct Deposit Form?:
Direct Deposit Authorization forms are not accepted by email. You must submit the form and supporting documentation through Student Self-Service:

1. Log onto [Student Self-Service](apps.neomed.edu) (apps.neomed.edu)
2. On the main page, select All Users
3. Select the Secure Document Upload

If for some reason you cannot use the Secure Document Uploader, you can mail the Authorization Form and supporting documentation to:

NEOMED
Attn: Accounting
4209 SR 44, PO Box 95
Rootstown, OH 44272

When should I submit a Direct Deposit Authorization Form?
While we will accept direct deposit forms at any time, they should be submitted two weeks prior to your first term disbursement to allow for processing time. Please consult the term disbursement schedule on the [Office of Financial Aid's website](#).

I want to receive a paper check.
If you'd rather receive a paper check, you must ensure that NEOMED has the correct postal address on file. Please log onto [Student Self-Service](app.neomed.edu) (app.neomed.edu) and ensure the USPS address on file is correct. Paper checks cannot be obtained in person.

Questions on Direct Deposit Authorizations should be directed to the Bursar's Office at Bursar@neomed.edu.

NEOMED Financial Aid Team

Northeast Ohio Medical University (NEOMED)
4209 St. Rt. 44 | PO Box 95 | Rootstown, Ohio 44272
Phone: 330.325.6275 | Email: finaid@neomed.edu