



Scholarships and Financial Aid Office

900 Rancho San Diego Parkway
El Cajon, CA 92019-4369

Direct Deposit - Sign Up Now!

Financial aid checks can be electronically transferred to your bank or credit union and directly deposited into your checking or savings account.

What are the benefits of direct deposit?

- No worrying about lost or stolen checks.
- No mail delivery delays.
- No trips to the bank to make a deposit.
- No standing in line.
- No check cashing fees.

How do I sign up for Direct Deposit?

To take advantage of this option:

- Complete the attached "Direct Deposit Authorization Agreement" form and provide the following information about your personal bank account.
 - **Checking Account**—include a voided pre-printed check or a direct deposit form from your bank (**bank statements are NOT ACCEPTABLE**).
 - **Savings Account**—Clearly print your account number and your bank routing number on the authorization form in the space provided and include official verification of your savings account number from your bank (**bank statements are NOT ACCEPTABLE**).
- You must **bring** your student identification card; valid government issued identification (i.e. California Driver license or identification card, immigration card, or military I.D.); the completed "Direct Deposit Authorization Agreement" form; voided check or direct deposit form from your bank or official verification of your savings account number in person to the Cuyamaca College Cashier's Office located at the Student Services Center, Building A300. **Forms that are mailed will not be processed.**

Once you have completed and submitted the paperwork for direct deposit, allow at least twenty (20) business days for us to process your request and receive confirmation from your bank/credit union that the designated bank account is valid. That is it! Once we receive confirmation, your financial aid checks will be deposited to your account on the scheduled disbursement date. Until your direct deposit request is processed, your financial aid checks will automatically be mailed to the address you have on file with the Admission and Records Office on the scheduled disbursement dates.

You do not have a bank account or are not eligible to open a checking account because of a prior history?

No problem! You can contact banks or credit unions in our community to see if they offer free banking with direct deposit or email pam.fleming@gcccd.edu.

What if there is a change in your bank or account number?

If you change banks or account numbers, you simply need to complete and submit a new authorization agreement. It will take approximately twenty business days for deposits to begin going to your new account.

How long will this authorization remain in effect?

The authorization will remain in effect for the academic year or until you cancel it. If you reapply for financial aid for the next academic year, your authorization will carry over.



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

New Change Cancel

TYPE or PRINT in BLACK INK

Last Name	First Name	M.I.	Social Security Number	Date of Birth	Phone No.
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Deposit into my (check one):

Checking Account (attach voided check or direct deposit form from your bank) Bank statements are NOT ACCEPTABLE

Savings Account (attach official verification of your savings account number from your bank)
Bank statements are NOT ACCEPTABLE

Name of Bank/Credit Union _____

I hereby authorize Grossmont-Cuyamaca Community College District (GCCCD) to make deposits via electronic fund transfer (EFT) into my account. I understand that it will take approximately twenty (20) business days from the date of this authorization to process this request.

This authorization is to remain in full force and effect until GCCCD receives written notification from me of its termination in such time and such manner as to afford the GCCCD a reasonable opportunity to act on it. **A new authorization must be completed if I change my account, close my account, or change financial institutions.**

In the event that the exercise of this authorization for any reason results in an overpayment of financial aid, I hereby authorize the GCCCD to withhold a sum equal to the overpayment from future payments of financial aid. I understand that I may be subject to a financial aid billing if I have received funds which are in excess of my financial aid eligibility, or if an over award occurs.

If any action taken by me, without adequate notification to the Financial Aid Office at Cuyamaca College, results in non-acceptance of the transfer by my financial institution, I understand that GCCCD assumes no responsibility for processing supplemental financial aid until the funds are returned to the District by my financial institution.

Signature

Date

NOTE: ATTACH VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK OR OFFICIAL VERIFICATION FROM YOUR BANK (bank statements are NOT Acceptable)

Return with appropriate identification to:
Cuyamaca College Cashier's Office
Student Services Center, Building A300