



SHORTER COLLEGE DIRECT DEPOSIT via ACH AUTHORIZATION INSTRUCTIONS

This COMPLETED, SIGNED form may be hand-delivered, mailed, faxed or emailed to:

Mailing Address or Hand-delivery: Fiscal Affairs/Student Accounts | Shorter College | 604 North Locust Street | North Little Rock, AR 72114

Fax: 501-374-9333 to the Attention of Fiscal Affairs

Scan and Email to: glove@shortercollege.edu

Students desiring direct deposit of excess financial aid funds must follow the instructions below. Excess financial aid funds not requested via direct deposit will be made available to the student via check. Funds made via check will be mailed to the student's home address listed in CAMS.

INSTRUCTIONS for the STUDENT

- Complete the Direct Deposit Via ACH Authorization Form.
- Attach a copy of a voided check or proof of account ownership to the form.
- Submit the completed, signed form and supporting documentation as indicated above.
- Allow 48-72 hours for the account to be setup on ACH.
- Allow up to 14 days for excess financial aid funds to be made available.

Who to contact for questions?

Gwendolyn Love, Student Accounts Manager

501-374-6305, ext. 301

glove@shortercollege.edu