

University Business Office  
Warren Hall, Room 302  
540.568.6505



## DUKE DOG DIRECT DEPOSIT INFORMATION

It is easy to enroll in the DUKE DOG DIRECT DEPOSIT Program of student refunds program through your **MyMadison** account. Enrollment will require your bank account number and the bank routing number. These numbers are located at the bottom of your check. The routing number is the first set of numbers and your account number is the second set of numbers. The first two digits of the routing number should be in the range 01-15, 21-32, or 61-72.

Dolley Madison 1600 Pennsylvania Blvd. Montpelier, VA 10001	0001
Pay To The Order Of _____	Date _____
_____	
<b>Capital Bank</b> <b>Richmond, VA</b>	
For _____	
123456789	101010101

**Bank Routing Number/Bank Code**

**Bank Account Number**

When you enroll in Direct Deposit, you agree to the following:

**Deposits** – You authorize JMU to initiate deposits of refunds to your designated banking institution and to correct erroneous credits. Deposits can be made to only one depository account per student. This authorization remains in full force and effect until you revoke it by changing your banking information on **MyMadison** at least 10 business days prior to any subsequent deposit. You are responsible for any bank charges incurred as a result of return of funds to JMU by your bank.

**E-mail** – You will be notified of all electronic refunds through the e-mail address provided by JMU. It is your responsibility to verify that the refund has been credited to your bank account before writing checks against these funds. If you choose to forward your JMU e-mail to an alternate e-mail address, you do so at your own risk.

**Financial Aid Eligibility** - You must repay JMU the refunded amount if you withdraw from the university, have a change in financial aid eligibility, or have received a refund in excess of your financial aid eligibility. Previously deposited financial aid funds, which have been returned to your lender, will be charged to your student account. Failure to repay these funds will result in a hold being placed on all your academic records and referral of your financial account to a collections agency.

**Payment of All Charges** – You authorize JMU to use your refund to pay any previous or current student account charges.

**For more information, check out our Direct Deposit FAQs at <http://www.jmu.edu/ubo/faq.shtml>**