Tennessee Technological University

Automatic Payment Authorization Form (ACH)

Authorization Type (select one): ☐ New Authorization ☐ Change Authorization ☐ Cancel Authorization

Student and Bank Information

Student Name: _____

Student Social Security Number: _____

Bank Name: _____

Bank Address (Number and Street, City, State, ZIP): _____

Bank Routing Number (first 9 digits on check): _____

Bank Account Type (select one): ☐ Checking ☐ Savings

Checking or Savings Account Number: _____

Authorization Details

I hereby authorize Tennessee Tech University to electronically debit my account in the amount of $_____ on or after the 1st of each month as payment for my Federal Perkins Loan.

I understand that if this debit cannot be processed due to non-sufficient funds (NSF), I will be subject to a $5.00 late charge and a $20.00 service fee that may also be debited from the above account.

I also understand that this method of payment may be canceled if two (2) transfers in any twelve (12) month period are returned unpaid.

This authorization will remain in effect until an official written cancellation request is received by the Loan Accounting Department or until my loan(s) are paid in full.

A new authorization must be completed if I change or close my bank account or change my financial institution.

This form must be returned to the Loan Accounting Department by the 15th of the month for it to be in effect for the following month's payment.

Signatures

Signature: _____

Phone Number: _____

Date: _____

Required Attachment

Please attach a voided check (not a deposit slip). Automatic payment cannot be initiated without a voided check.

Return Instructions

Mail to:

TTU Business Office
Loan Accounting Department
P.O. Box 5037
Cookeville, TN 38505

Additional copies: https://www.tntech.edu/bursar