

University Business Office  
Warren Hall, Room 302  
540.568.6505



## DUKE DOG DIRECT DEPOSIT — PARENT

<b>Student's Name:</b>	<b>JMU ID#</b>
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By enrolling in the Duke Dog Direct Deposit Program, you agree to the following:

1. You authorize James Madison University to initiate deposits (credits) of PLUS loan refunds and to correct any erroneous deposits to the bank account designated below.
2. Deposits can be made to only one depository account per parent.
3. This authority will remain in full force and effect until revoked or changed by giving 10-business days prior written notice to the JMU University Business Office.
4. You are responsible for any bank charges incurred as a result of return of funds to JMU by your bank.
5. You must repay James Madison University the refunded amount if your student withdraws from the university, has a change in financial aid eligibility or has received a refund in excess of financial aid eligibility. Failure to repay these funds could result in holds being placed on your student's academic records and referral of the student account to collections.

\_\_ Check here if you want your financial aid refund to pay for any previous or current outstanding charges

**This form must be signed by the parent who signed the PLUS loan.**

Parent's Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_

**\*\*Staple voided check here\*\***

(DO NOT attach a deposit slip)

### TO FINALIZE THIS PROCESS:

1. Return this completed form to: JMU, University Business Office, Warren Hall, Room 302, MSC 3516, Harrisonburg, VA 22807 and allow 10 banking days to process.
2. Please keep a copy for your records. This office cannot be responsible for forms returned to any other office.