



# **EASE OF MIND**

## **DIRECT DEPOSIT**

**You no longer have to wait for the mail to receive your refund!**

Now you have a choice. Electronic refunds are quick, secure, and convenient. The Division of Finance and Administration at Texas A&M University-Kingsville will electronically deposit any refund directly into your account at the financial institution of your choice.

### **3 EASY STEPS**

1. Complete the authorization form on the reverse side
2. Attach a voided check or ask a representative from your financial institution to complete section 4 of the form
3. Return form to:  
**Texas A&M University-Kingsville**  
**Business Office**  
**Accounts Payable Department**  
**700 University Blvd**  
**MSC 104**  
**Kingsville, TX 78363**

The advantages of this process are as follows:

Once the invoice is processed, the funds are distributed to your financial institute the following business day ( excluding holidays)

This process will reduce the loss of checks, which creates a grater delay due to the procedure of doing a stop payment

State funds are distributed from the Comptroller's office in Austin. A check for the state funds is mailed to the university, and then mailed to the vendor. This process can take up to 5 days unless funds are electronically distributed.

Invoices greater than \$5000 do not need to be held for 30-days

For questions, please call Marcy Flores (361)593-4192 or Judy (361)593-3952 at the Business Office.

**DON'T LOSE TIME... GET YOUR REFUND FASTER WITH DIRECT DEPOSIT**