

How to complete the Direct Deposit Form

1. Please go to the website below and fill out Direct Deposit Authorization Form.
<https://studentaccounts.gmu.edu/wp-content/uploads/DirectDepositAuthorization.pdf>
2. Please download the form first and save it to your computer. When you fill out the form on the web browser and save it later, it may not save the information you typed in.
3. Open the PDF file you saved in your computer and fill up the form.
4. Type your information.

Direct Deposit Authorization Form

Information must be clear and legible. If not, the form will not be processed and a refund check will be sent.

Student ID: G Date: - -

Student Name: Doe, John
Last First M.I.

Daytime Telephone Number: 555-555-5555

5. Make sure all check boxes are checked. If any check boxes are missing, the form will not be processed. Please be sure to check either "Yes" or "No" on the last question. Please note that if any portion of this refund is being transferred to a foreign financial institution, the form will not be processed.

Authorization Agreement for Direct Deposit Refunds

By signing this form, I agree to the following terms and authorize my refunds to be deposited directly to my checking account at the financial institution shown below:

- I confirm that this bank account belongs to me. Joint accounts are accepted as long as your name appears on the check or bank statement.
- I confirm that this bank account is a checking account.
- This request will remain in effect until I have made a written request to stop or change my Direct Deposit.
- It is my responsibility to notify the Student Accounts Office of any changes or closed accounts at least 6 business days prior to my next refund.
- I authorize George Mason University to initiate any credit and debit adjustments to my student account for refunds processed in error.

Will any portion of this refund be transferred to a foreign financial institution? Yes No

6. Type your Banking information. Please be sure to use your banking information. Any bank account that does not belong to you will not be processed.

Banking Information	
Bank Name:	Apple Credit Union
Name on Account:	Doe, John
Bank Transit Routing Number (ABA):	111111111 (Note -this must be 9 digits)
Bank Account Number:	1111 1111 1111 1111

7. If you have a digital signature, please provide the digital signature. Please note that we are not able to process the form when the signature is not provided.

By signing this form, I confirm that the information that I provided is accurate. I understand that providing incorrect direct deposit information will delay my refund by up to 60 days.



Student Signature

Date

8. Click the Red flag, below screen will display. Click "Create a new Digital ID" and click Continue.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID
Create your self-signed Digital ID

Cancel Continue

9. Click "Save to File" and click Continue.

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

10. Type your information and click continue.

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="JohnDoe@me.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

11. Set up a password.

Save the self-signed Digital ID to a file [Close]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\vhwand\AppData\Roaming\Adobe\Acrobat\D [Browse]

Apply a password to protect the Digital ID:

[Password field] [Show/Hide toggle]

Confirm the password:

[Confirm password field]

[?] [Back] [Save]

12. Click the appropriate Digital ID and click Continue.

Sign with a Digital ID [Close]

Choose the Digital ID that you want to use for signing: [Refresh]

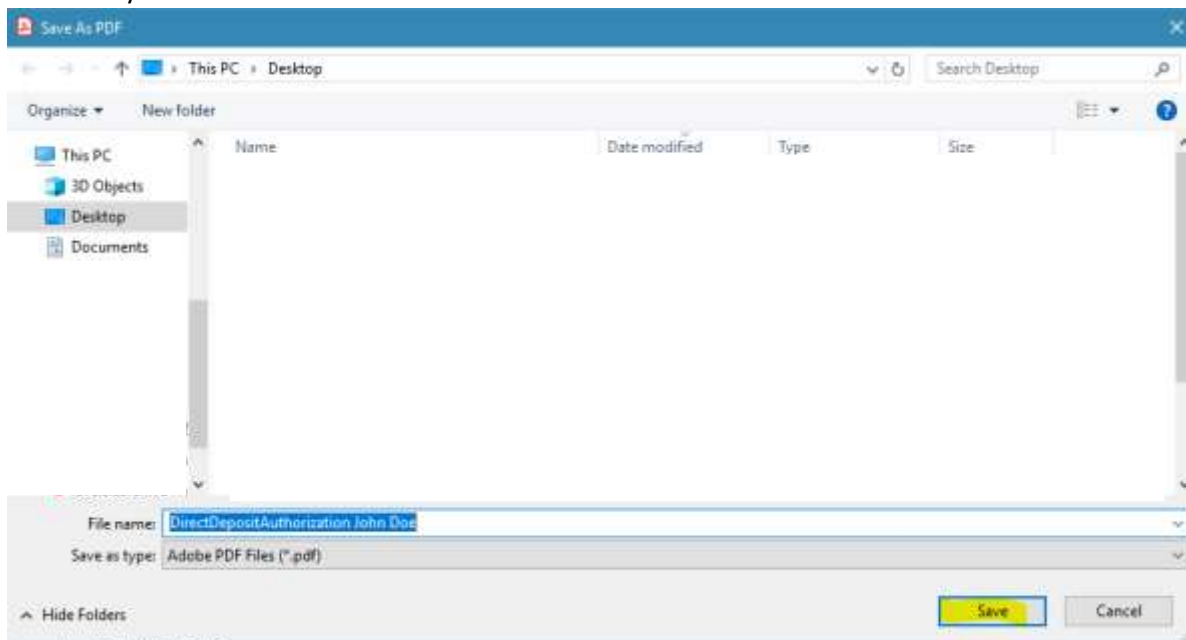
John Doe (Digital ID file)
Issued by: John Doe, Expires: 2025.04.07 [View Details]

[?] [Configure New Digital ID] [Cancel] [Continue]

13. Enter your password to sign digitally.



14. It will ask you the location to save the document.



15. Document is digitally signed.

By signing this form, I confirm that the information that I provided is accurate. I understand that providing incorrect direct deposit information will delay my refund by up to 60 days.

John Doe

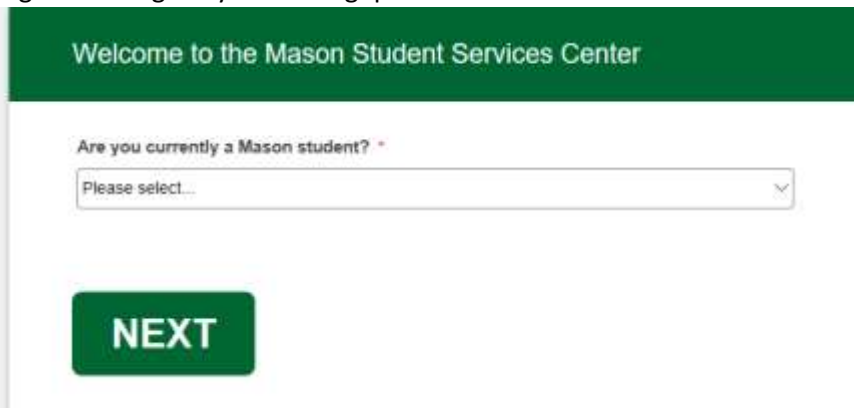
Digitally signed by John Doe
Date: 2020.04.07 16:29:56 -04'00'

Student Signature

Date

Uploading the signed document to the MSSC secured portal

1. Once the form is completed, please go to <https://mssccheckin.gmu.edu/> to submit direct deposit forms securely to the Mason Student Services Center.
2. Begin checking in by answering questions. Click Next.



Welcome to the Mason Student Services Center

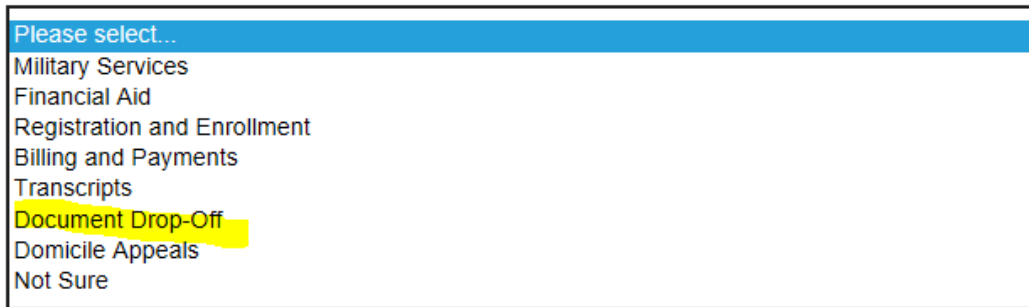
Are you currently a Mason student? *

Please select...

NEXT

3. Under “Which area of the university do you need assistance with?” Choose “Document Drop-off”

Which area of the university do you need assistance with? *



Please select...

- Military Services
- Financial Aid
- Registration and Enrollment
- Billing and Payments
- Transcripts
- Document Drop-Off
- Domicile Appeals
- Not Sure

4. Under “Document Drop Off”, select “Student Accounts”

Document Drop Off *



Student Accounts

5. Please answer all questions with *. Click the check box to agree to the consent. Click Next.

Document Drop Off Directions

Upon submission, you will be sent an email to the email address you provided. The email will contain a secure website link where you can upload your documents. Please be sure to include your case number which you will also receive via email and at the end of the form.

Please enter the details of your specific question below so that we can provide you with the best service. *

I'm submitting my direct deposit form.

Do you have any additional details you'd like to share with us about your question?

I understand that George Mason University will use my information to contact me about enrollment opportunities. George Mason University does not sell personal information to third party organizations.

NEXT

6. Once you click next, you will be given with a case number. Click Submit My Case.

Thank you for visiting us. Please read over your Next Steps below and then submit your case.

Your Case Number is:

Next Steps:

1. A Mason Student Services Center team member will follow up on your inquiry via the email you provided shortly.
2. Please click the "SUBMIT MY CASE" button below.

SUBMIT MY CASE

7. In the email that you provided when submitting your case, you will receive an email from Mason Student Services Center.

George Mason University Case # 00063235

From: Mason Student Services Center <mssc@gmu.edu>

To:

Date: Tue, Mar 31, 2020 9:31 am

Dear

Thank you for submitting your question to the Mason Student Services Center.

Your case number is #00063235:

A Mason Student Services Center team member will email you shortly.

For Document Submission:

1. Please visit https://qafederation.ngwebsolutions.com/sp/startSSO_ping?PartnerIdpid=https://shibboleth.gmu.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/7f2fee51-50ef-4dcf-a66f-593367ccb8ba.

2. Include your Case Number above in your submission.

Thank you,

Mason Student Services Center

George Mason University

8. Click the link above, it will take you to log in using your net ID.



Log in to AttributeContract

NetID

Password

Don't Remember Login

9. Select appropriate radio button and click Accept.



You are about to access the service:
AttributeContract

Information to be Provided to Service

eduPersonPrincipalName
email
employeeNumber
givenName
surname
uid

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject

Accept

10. Mason Student Services Center Secure document Submission portal will be displayed.
 - a. Make sure to enter the Case Reference #
 - b. Type the Document Description
 - c. Click "Choose File" to locate the file that you want to load and click Next



Mason Student Services Center Secure Document Submission

Please complete all required fields.

Student ID:

Name:

Email:

Case Reference #:

Additional Information:

Documentation
*Please do not provide previously submitted documentation.
You can upload up to eight files.
Once you upload one, a place for the next will appear.*

Document Description: (required)

*

No file chosen

Files over 25 MB will not be accepted

11. Please note when the file is loaded, the title of document will be displayed.

Once you upload one, a place for the next will appear.

Document Description: (required)

*

Direct Deposit.pdf

12. When you click Next, Electronic Signature will be displayed. Please type your name to sign electronically.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Yoor First Name

Hwai Last Name

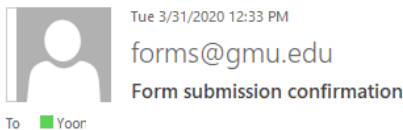
13. Your direct deposit form is submitted to the secured portal.



Your Additional Information has been submitted.

Please allow 2-3 business days for review. Requests for additional information will be sent to your Official Mason email address.

14. You will receive an email confirmation of Secure Document Submission.



This is an e-mail confirmation of receipt of your Secure Document Submission recently submitted.

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.