Deposit Request Form

Office of Student Accounts
100 Sparks Hall
aroperations@gsu.edu
404-413-2555
404-413-2144 fax

Complete and submit the Deposit Request form when requesting a new or updating an existing deposit.

Deposits are used when a department would like to allow students to pay for a program or service in advance of the charge being placed on their student account. Once the deposit has been set up, students are able to go online and pay the deposit via PantherPay. Students will be able to pay a deposit multiple times if required to do so (i.e. three deposit payments of $250 each). Once a deposit payment has been released (posted to a student’s account as a payment) it will apply to any outstanding balance on their account.

Form Instructions

Please complete all applicable fields.

**Term:** Indicate the term this deposit should post to. Deposits cannot be set up for terms that have already passed.

**Deposit Amount:** Provide the deposit amount you wish to collect. **Study Abroad Payments only:** If you will be requiring multiple payments, this amount should equal the amount of each payment installment you want to collect. Example A: Department A wants to collect a $1500 program fee. Each payment installment will be $500, so Department A enters $500 in the deposit amount field. Example B: Department B wants to collect a $5000 program fee. Payment installments will be $2500, $1000, $1500, so Department B enters $2500 in the deposit amount field to allow for a maximum of $2500 to be paid per installment.

**Start Date/End Date:** Indicate the earliest date you want to begin collecting deposits as the start date. Enter the last possible date you wish to collect deposits. The end date can be **no later** than the day before classes start for the term (full semester).

**Deposit Name:** Please list the name you want to call your deposit so your students will know which deposit to select to pay. This description will display in the drop down menu online for students.

**Purpose of Deposit:** Provide a brief narrative describing why your department needs to accept a deposit.

**Study Abroad Deposits**

**Multiple Payments:** Indicate whether or not you will be requiring multiple payments. List the payment amounts and due dates.

**Program Fee Detail Code:** If you already have a detail code created for your study abroad program fee, indicate that here. Also include the detail code on the next line.

**Agency Account Number:** Include the agency accounting information provided by Accounting Services. Please include the full accounting string and not the Speedtype.

**Program Fee Detail Code:** Please provide the detail code used to post the program fee to student’s accounts in Banner. This code must be requested separately by using a Detail Code Request Form if you don’t already have one established.
Deposit Request Form

Requesting Department Information:

New Request ☐ Update Request ☐

First Name: _____________________________ Middle Initial: _____ Last Name: _______________________

Title: __________________________________ Phone: _____ Email: ______________________________

College: _______________________________ Office/Department: _______________________________

Program Term: __________ Deposit Amount: __________ Start Date: __________ End Date: ________

Deposit Name (to be displayed in PantherPay for students to choose):

________________________________________________________________________________________

Please provide the purpose of this deposit and why it is needed:

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STUDY ABROAD DEPOSITS ONLY----------------------------------------------------------------------------------------------------------------------------------

Will multiple deposits be required? Yes ☐ No ☐ If Yes, List amounts & dates: ________________________

Agency Account Number (not Speedtype): __________________________________________________________

Program fee Detail Code (must be requested separately): _________________________________________

Requestors Signature (i.e. Business Manager): _________________________________________________ Date: __________

Approving Official Name: __________________________________________________________________ Phone: __________________________

Approving Official Signature: ________________________________________________________________ Date: __________

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Student Account/RRCS Office Only Below This Line

Deposit Code: __________

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<th>Line</th>
<th>Account</th>
<th>Fund*</th>
<th>Org</th>
<th>Program</th>
<th>Class</th>
<th>Budget Year</th>
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Release (Payment) Code:

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Deposit Detail Codes Set Up Approval (SA): __________________________ Date: __________ Forwarded to RRCS: __________

TBP Deposit Configured (SA): __________________________ Date: __________ Department Notified: Yes ☐ No ☐

Accounting set up Approval (RRCS): __________________________ Date: __________ Forwarded to SA: __________

Payment Gateway Deposit Configured (RRCS): __________________________ Date: __________