



Graduate Programs for Success
Milton Hershey School
PO Box 830
Hershey, PA 17033
(717) 520-3305, (717) 520-2315, or (717) 520-2036

Dear CES Recipient:

Milton Hershey School has the ability to electronically transfer CES funds directly to our graduates by depositing money into the graduate's personal bank account. This Direct Deposit process increases the efficiency of our payment process, while providing a benefit to you by having payments go directly into your bank account much quicker than waiting for a paper check to go through the mail.

How the process works:

When your payment is processed via Direct Deposit you will be emailed a "Payment Advice" which will contain the same information as a check stub. This email will be your notification Milton Hershey School is initiating a deposit to your account. Funds are usually available the next business day. After signing up for Direct Deposit, you may receive one paper check for the next payment so we are able to do a pre-notification with your bank to verify your account number. The process of verification takes up to a week. Once the pre-notification test is successful, then all future CES payments will be processed electronically!

What you need to do if you want to sign up:

- 1. Milton Hershey School only wants you to sign up if you have a stable checking or savings account that is not going to be changing frequently! Direct Deposit payments to unstable and frequently changing checking accounts cause more delays and problems than sending out paper checks.
2. Complete the box below and return to: MHSGPS@mhs-pa.org
Or by mail: Milton Hershey School, Graduate Programs for Success, PO Box 830, Hershey PA 17033

If you already signed up for CES Direct Deposit, you do not need to resubmit this form unless your bank account has changed.

PRINT CLEARLY!

Name:
E-mail for notification:
Name of Bank:
\*Routing Transit / ABA # (9 digits):
Bank Account #:
Select a Bank Account:
[ ] Checking [ ] Savings
Signature Date

\* NOTE: The Routing Transit or ABA # can be found on the bottom of your checks, along with the account number.