



Student Financial Services  
Stevens Institute of Technology  
The SSC, Howe Center Lobby  
Castle Point on Hudson  
Hoboken, NJ 07030  
201.216.5555  
Fax: 201.216.8050

August 11, 2009

To the Stevens Community:

In an effort to reduce processing costs, Stevens will begin processing personal paper checks electronically effective August 17<sup>th</sup>, 2009. If you deliver a personal check in-person, mail it to the Student Service Center, or place it in our Howe Center lobby drop box, your personal paper check will be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks will now appear on your monthly bank statement as an Electronic Debit.

Remember, you must include your Campus Wide ID Number (CWID) on all checks to ensure that payments are properly applied to your account.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Krueger", written in a cursive style.

Michael Krueger

Director of Student Financial Services