



University of South Alabama
Procurement Card and Travel Services
Authorization for Electronic Direct Deposit

Select One: [] New [] Change Account Type: [] Checking [] Savings

*If the University already has your information and there have been no account changes, this form is not required.

Vendor Information

Name (printed): USA (J) Number:
Contact Name: Contact Number:
Street Address:
City: State: Zip Code
Phone Number: E-mail Address (for notification of direct deposit)

Financial Institution Information

Name:
Street Address:
City: State: Zip Code:
Exact Depositor Account Name:
Nine-Digit Routing Transit Number:
Account Number:
By submitting this form, I certify that the information provided on this form is correct and understand that I am responsible, upon receiving USA notification of deposit, for verifying with my bank that my account has been credited. I understand that expenditures made from my account without such verification will be made at my own risk. I agree to promptly notify the USA Purchasing and Accounts Payable Departments of changes in name, address, and/or account status. I authorize the financial institution named above to process the credit entries initiated by USA. I understand that this authorization remains in full force and effect while I am a vendor for USA unless USA receives my timely written to terminate or unless USA notifies me that EDD or my participation in EDD is to be terminated.
Authorized Signature: Date:

*If we are making deposits on your behalf into a U.S. Bank institution and then the entire payment is transferred to an international bank, please contact the USA Accounts Payable department @ (251) 460-6191. Further information can be obtained at www.nacha.org

Fund: Org: Account: Program Activity:

Reviewed by: Purchasing Department:

Name: Date:

Reviewed by: Accounts Payable Department

Name: Date:

Reviewed by: Procurement Card and Travel Services

Name: Date: