



INSTRUCTIONS: DIRECT DEPOSIT AUTHORIZATION FORM ACCOUNTS PAYABLE PAYMENTS

General Instructions

- Please use blue or black ink.
- Alterations must be initialed
- This form is only for payments made within the United States. Please do not use this form for international payments.

1. Check the appropriate box: Individual, Business, or Employee

2. SECTION 1 – Transaction Type

Check the appropriate box(es):

- **NEW SETUP:** To begin receiving direct deposits
- Please complete sections 2, 3, 4, & 6
- **CHANGE FINANCIAL INSTITUTION:** To change financial institution.
- Please complete sections 2, 3, & 4
- **CHANGE ACCOUNT NUMBER:** To change account number.
- Please complete sections 2, 3, & 4
- **CHANGE ACCOUNT TYPE:** To change account type (checking or savings).
- Please complete sections 2, 3, & 4
- **CANCELLATION:** To stop receiving direct deposit payments.
- Please complete sections 2, 3, & 5

3. SECTION 2 – PAYEE IDENTIFICATION

Please complete section thoroughly.

- Enter your 9-digit Social Security number, Employee ID or your Federal Employer's Identification (FEIN) Number.
- Enter the individual or business name, phone number, street address, city, state and zip code.

4. SECTION 3 – AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION.

The individual authorizing must sign, print name, and date the form.

5. SECTION 4 – FINANCIAL INSTITUTION

Note: Information for Section 4 may be obtained from your financial institution.

Alterations to this section of the form must be initialed by the authorizer.

Your Name	1001
Address	
City, State Zip	Date _____
Pay to the Order of _____ \$ <input style="width: 100px;" type="text"/>	
_____ Dollars	
Bank Name	
Bank Address	
For _____	
/: 123456789 /: 000111222333 ""	
↓	↘
ABA Routing Number (9 digit)	Account Number

6. SECTION 5 – CANCELLATION

Please provide a reason for the cancellation.

7. SECTION 6 – VENDOR E-MAIL ADDRESS

Please provide an e-mail address which will be used for the electronic remittance advice.

8. Please forward the authorization form to Accounting Services, MSC 817, Suite 505 Harborview Office Towers or via fax at (843) 792-3401.