



The University of South Alabama

Purchasing Department
Authorization for Electronic Direct Deposit

Select One: <input type="checkbox"/> New <input type="checkbox"/> Change	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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**If the University already has your information and there have been no account changes, this form is not required.*

Vendor Information

Name (printed):	USA Vendor (J) Number:	
Contact Name:	Federal ID 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:		
<small>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 that this authorization remains in full force and effect while I am a vendor for USA unless USA receives my timely written request to terminate or unless USA notifies me that EDD or my participation in EDD is to be terminated.</small>		
Authorized Signature:	Date:	

**If we are making deposits on your behalf into a U.S. banking 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*

*******ATTACH VOIDED CHECK HERE*******
Deposit Slips Are Not Accepted

Please Complete and Return to the following:
 The University of South Alabama
 Purchasing Department
 307 University Blvd., Room AD-245
 Mobile, AL 36688-0002
 Fax: (251) 414-8291