CONCORDIA COLLEGE

Accounts Payable Direct Deposit Authorization Form

Please note: The Payroll and Accounts Payable Departments use separate direct deposit systems. This enrollment form is for the Accounts Payable Department system only. If you would like to change your banking information for Payroll, please contact the Payroll Department at 299-3339.

To enroll in Accounts Payable Direct Deposit, complete the below authorization form.

1. Fill in your account information and check the box indicating whether your payment should be deposited into your checking or savings account.
2. Fill in your name and address and sign and date the form.
3. Attach a voided check (or savings account deposit slip) for verification of your account information.
4. Return the form to Accounts Payable in the Business Office.

Please allow 1-3 weeks for bank verification. After your account information has been verified, direct deposit will begin. Instead of a check, you will now receive a direct deposit voucher.

If you have any questions, contact Krista Olson in Accounts Payable at 218-299-3322 or kolson33@cord.edu.

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_____

Financial Institution

_____

Branch Location

_____

City/State

_____

Transit Routing Number

_____

Account Number

Type of Account: Checking ☐   Savings ☐

_____

Name

_____

Street Address

_____

City/State/Zip

_____

Signature

_____

Date

***Staple voided check (or savings account deposit slip) here

Please complete and return to Accounts Payable in the Business Office.