



# The University of South Alabama

Purchasing Department

Authorization for Electronic Direct Deposit

<b>Select One:</b> <input type="radio"/> New <input type="radio"/> Change	<b>Account Type:</b> <input type="radio"/> Checking <input type="radio"/> 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

<b>Name:</b>	<b>USA Vendor Identification Number:</b>
<b>Contact Name(s):</b>	
<b>Street Address:</b>	
<b>Phone Number:</b>	<b>E-mail Address (For notification of direct deposit):</b>

### Financial Institution Information

<b>Name:</b>	
<b>Address:</b>	
<b>Exact Depositor Account Name:</b>	
<b>Nine-Digit Routing Transit Number:</b>	
<b>Account Number:</b>	
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.	
<b>Authorized Signature:</b>	<b>Date:</b>

\*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](http://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