



# The University of South Alabama

**Purchasing Department  
Authorization for Electronic Direct Deposit**

|  |  |
|--|--|
| <b>Select One:</b><br><br><div style="text-align: center;"> <input type="checkbox"/> <b>New</b>                      <input type="checkbox"/> <b>Change</b> </div> | <b>Account Type:</b><br><br><div style="text-align: center;"> <input type="checkbox"/> <b>Checking</b>                      <input type="checkbox"/> <b>Savings</b> </div> |
|--|--|

*\*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>  |              |
| <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> |              |
| <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**