



**University of South Alabama
Procurement Card and Travel Services
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 (J) Number:	
Contact Name:		Contact 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:		
By submitting this form, 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 this authorization remains in full force and effect while I am a vendor for USA unless USA receives my timely written to terminate or unless USA notifies me that EDD or my participation in EDD is to be terminated.		
Authorized Signature:		Date:

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

Fund:	Org:	Account:	Program	Activity:
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Reviewed by: Purchasing Department:

Name:	Date:
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Reviewed by: Accounts Payable Department

Name:	Date:
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Reviewed by: Procurement Card and Travel Services

Name:	Date:
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