

**University of North Dakota**  
**Accounts Payable**  
**ACH Direct Deposit Authorization Agreement**

I authorize the University of North Dakota and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account.

This form is used for **Employees/Students/Non-Employees** and **Vendors** for Accounts Payable payments/reimbursements processed through Accounting Services.

NEW       CHANGE       PLEASE DELETE DIRECT DEPOSIT

Name \_\_\_\_\_  
Or Company Name (Last) (First) (MI)

Address \_\_\_\_\_  
Home (individual) or Remit (vendor) address City State Zip

Last 4 digits of  
Social Security # \_\_\_\_\_  
or Tax Identification Number (TIN#) \_\_\_\_\_ Phone # \_\_\_\_\_

EMPLID or Vendor Number \_\_\_\_\_  
(if known)

Contact Person Email Address \_\_\_\_\_

Contact Person/Phone # for Vendors \_\_\_\_\_

\_\_\_\_\_ Authorized Signature Date

Banking information:

Financial Institution Name \_\_\_\_\_

Financial Institution Address \_\_\_\_\_  
City State Zip

Routing Number \_\_\_\_\_  
(9 digits; lower left-hand side of check)

Account Number \_\_\_\_\_

Account type (**MUST** check one)     Checking     Savings

Is this Account (**MUST** check one)     Personal     Business

**FOR VALIDATION OF ACCOUNT INFORMATION:**

Attach a voided bank check if Account Type is Checking  
Attach a voided savings deposit slip if Account Type is Savings

**RETURN COMPLETED FORM TO:**

University of North Dakota  
Accounting Services  
Twamley Hall Room 115  
264 Centennial Drive Stop 8356  
Grand Forks ND 58202-8356

## The University of North Dakota Offers Direct Deposit

The University of North Dakota offers **direct deposit** as a more convenient means of providing payments to Employees/Students/Non-Employees and Vendors by enabling us to electronically transfer money to your bank account. You may have your payments deposited to any financial institution within the Federal Reserve system. Please contact your financial institution if you are questioning whether your financial institution is within the Federal Reserve system.

Direct deposit offers a safe and efficient means of receiving your payments. Direct deposit will help you in many ways:

- It saves trips to your financial institution to cash or deposit a check
- It saves time in depositing checks - no long lines to wait in
- It eliminates the possibility of lost, stolen or forged checks
- It eliminates the risk of your check(s) being mailed to an incorrect address
- Your money is deposited even if you are on vacation or away from work

To sign up for direct deposit, fill out the form located on the reverse side and mail with a voided bank check or savings deposit slip to:

University of North Dakota  
Accounting Services  
Twamley Hall Room 115  
264 Centennial Drive Stop 8356  
Grand Forks, ND 58202-8356

Please do not FAX this information as we need an original signature and an original voided bank check.

Please remember that once your direct deposit authorization is in effect, all payments will automatically be deposited into your bank account. **At least ten banking days** are needed between the receipt of this form and the effective payment date for this authorization. A new authorization must be completed if you change your account, close your account, or change financial institutions. Should you wish to **discontinue** this service, you will need to notify us in writing at the address above.

I understand:

- The deposit for all payments will show on my bank account 2–3 banking days after transmittal.
- I should contact my financial institution to verify receipt of funds.
- A remittance advice will be mailed whenever a direct deposit is processed.
- Remittance advices for payments will be mailed to the address given on the reverse side (remit address). Please be sure to update your remit address, as necessary, by writing to UND Accounting Services, Twamley Hall Room 115, 264 Centennial Drive Stop 8356, Grand Forks,

If you need additional information, please contact UND Accounting Services, at ext. 777-4855.

*Attach your voided bank check or savings deposit slip here*