

North Dakota University System

ACH Direct Deposit Authorization Agreement

This form is for use by any supplier, student, or non-employee for ACCOUNTS PAYABLE payments.

Supplier Information		
Supplier Name	Supplier ID # (if known)	
Address		
City	State	Zip
Contact Name (type or print)	EIN/SSN	
Email (For payment remittance)	Phone	

Type of Request		
<input type="checkbox"/> New (complete section A only)	<input type="checkbox"/> Change (complete both section A and B)	<input type="checkbox"/> Delete (complete section B only)

Banking Information	
A voided check or bank letter is REQUIRED for new ACH setup and ACH changes. If this information is not provided the request will not be fulfilled	
Section A: New bank account information	
Financial Institution Name	Account type <input type="checkbox"/> Business Checking <input type="checkbox"/> Personal Checking <input type="checkbox"/> Savings
Routing Number (9 digits)	Account Number
Section B: Existing bank account information	
Financial Institution Name	Account type <input type="checkbox"/> Business Checking <input type="checkbox"/> Personal Checking <input type="checkbox"/> Savings
Routing Number (9 digits)	Account Number

If you are signing this form electronically, you agree your electronic signature is the legal equivalent of your handwritten signature on this form.

Authorized Signature	Date
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Please include an updated copy of your W9 with this form: <https://www.irs.gov/forms-pubs/about-form-w-9>

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 also submit this form.	Return completed forms to: University of North Dakota Procurement & Payment Services Stop 8356 Grand Forks ND 58202-8356 Email: UND.pps@und.edu Fax: 701-777-3948
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Please note that all fields are **required** and incomplete forms will **not** be accepted.