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VENDOR DIRECT DEPOSIT AUTHORIZATION

Upon completing this form, submit the signed original to Southern Utah University, Controller's Office, 351 W. University Blvd., Cedar City UT 84720.

TRANSACTION TYPE (Check all appropriate boxes.)

- | | |
|---|---|
| <input type="checkbox"/> New setup | <input type="checkbox"/> Change financial information |
| <input type="checkbox"/> Cancellation | <input type="checkbox"/> Change account number |
| <input type="checkbox"/> Update contact information | <input type="checkbox"/> Change account type |

PAYEE IDENTIFICATION

Social Security number or Federal Employer's Identification (FEI) _____				OR		SUU T Number I _____	
Business Name			Business Phone Number ()		Email Address (REQUIRED)		
Mailing Address				City		State	ZIP Code

FINANCIAL INSTITUTION (Completion by financial institution is recommended.)

Financial Institution Name			City		State	
Routing Transit Number		Customer Account Number			Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Representative Name (Please Print)				Title		
Representative Signature			Phone Number ()		Date	

CANCELLATION

Reason	Date
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AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize the Southern Utah University Accounts Payable office to deposit payments to my financial institution electronically. I further understand that the SUU Accounts Payable office will reverse any payments made to my account in error. I also agree to comply with the National Automated Clearing House Association's rules and Southern Utah University's Policies and Procedures for electronic payments at all times.		
Authorized Signature	Printed Name	Date

Note: After enrolling in Direct Deposit all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended by written notification. It is each vendor's responsibility to notify the office above in writing (by submitting this document with the Transaction Type marked as Change or Cancellation). If a change to your bank account occurs without the University receiving written notification, a delay in the receipt of funds will occur (up to 10 business days). If funds are direct deposited to your account in error, the University may initiate a debit transaction against the account to recover/remove the funds.

A vendor can receive email notification providing one (1) business day advance notice of the payment posting to the vendor's account. The Advance Payment Notification is available only to vendors receiving direct deposit payment(s).

For additional information or assistance, please contact the SUU Accounts Payable office by:

Email: accountspayable@suu.edu

Phone: (435) 586-7730 or (435) 865-8558