

VENDOR DIRECT DEPOSIT AUTHORIZATION



Upon completing this form, submit the signed original and voided check or bank authorization to Southern Utah University, Accounting Services, 351 W. University Blvd., Cedar City UT 84720 or send the completed form using this link: <https://my.suu.edu/secure/upload/accountspayable>

TRANSACTION TYPE (Check all appropriate boxes.)

- | | |
|--|--|
| <input type="checkbox"/> New setup | <input type="checkbox"/> Change routing number |
| <input type="checkbox"/> Cancellation | <input type="checkbox"/> Change account number |
| <input type="checkbox"/> Change account type | |

PAYEE IDENTIFICATION

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

FINANCIAL INSTITUTION

Financial Institution Name			City	State
ACH Routing Transit Number _____	Customer Account Number _____		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

CANCELLATION

Reason	Date
--------	------

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize Southern Utah University (SUU) to deposit payments to my financial institution electronically. I further understand that SUU 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 SUU Policies and Procedures for electronic payments at all times.		
Authorized Signature	Printed Name	Date

Note:

- 1) After enrolling in Direct Deposit, all funds will be deposited directly to your bank account unless this agreement is terminated or amended by written notification.
- 2) It is your responsibility to notify SUU in writing of any changes to your bank account. Your direct deposit will remain active until you inactivate it with SUU or an ACH payment is returned to SUU.
- 3) If funds are direct deposited to your account in error, SUU may initiate a reversal against the account to recover/remove the funds. If such a case arises, you will be contacted prior to the reversal.
- 4) SUU is not responsible for any bank or overdraft fees charged to your account.
- 5) Email notification will be provided prior to the payment posting to your account.
- 6) All forms received will be authenticated via email or phone using current contact information on file before enrollment.

For **direct deposit** enrollment or cancellation questions please email: bankrec@suu.edu

For **vendor or reimbursement** questions please email: accountspayable@suu.edu