

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/accounts payable>

TRANSACTION TYPE (Check all appropriate boxes.)

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

PAYEE IDENTIFICATION

Social Security number or 9D1D+- '(YD+8. A1D 4deAE-4d '9'A(_____ 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

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 voided.
- 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.