

UNIVERSITY OF SOUTH ALABAMA
 ACCOUNTS PAYABLE DEPARTMENT
 ADMINISTRATION BUILDING ROOM 260
 MOBILE, ALABAMA 36688-0003

AUTHORIZATION FOR ELECTRONIC DIRECT DEPOSIT

Instructions for Completion of This Form:

1. Read carefully the EDD Terms of Agreement and Authorization below.	3. Attach one of your checks to the form. Write " VOID " across the check.
2. Complete the form. Do not forget to sign and date.	4. Submit the completed form to the address above by the specified deadline date.

Terms of Agreement and Authorization for Deposit :

I have read and understand the EDD information.

I understand that I am responsible, upon receiving USA notification of deposit, for verifying with my bank that my account has been credited. I understand that expenditures made from my account without such verification will be made at my own risk.

I agree to promptly notify the USA Purchasing Department of changes in name and/or address and the USA Accounts Payable Department for changes in my bank or checking account status.

I authorize the financial institution named below to process the credit entries initiated by USA.

I understand that this authorization remains in full force and effect while I am a vendor for USA unless USA receives my timely written request to terminate or unless USA notifies me that EDD or my participation in EDD is to be terminated.

Vendor Name:	Vendor Federal ID Number
Vendor E-mail Address:	Vendor Financial Institution:
Authorized Signature and Date:	Vendor Bank Account Number:
J Number (Vendor Number)	Vendor ACH Bank Routing Number:

ATTACH VOIDED CHECK(S) - SIGN AND DATE FORM

Office Use Only	

How to complete the Electronic Direct Deposit Form

(Do not turn this page in please)

Vendor Name: Your name as it appears on your Social Security Card	Vendor Federal ID Number: Your Social Security Number
Vendor E-mail Address: Your E-mail address <i>(necessary for notification of direct deposit)</i>	Vendor Financial Institution: Name of your bank
Authorized Signature and Date: Your signature and the date	Vendor Bank Account Number: Your bank account number <i>(refer to sample check below)</i>
J Number (Vendor Number): Your University of South Alabama Jag Number starting with J00... <i>(leave blank if you do not know this number)</i>	Vendor ACH Bank Routing Number: Your 9 digit bank routing number <i>(refer to sample check below)</i>

The image shows a sample check with the following details:

- Payee:** RUFUS MAPLE, MARY MAPLE, 123 Main Street, Anyplace, LA 70000
- Amount:** \$ 1234 (with a box for the amount and the word "DOLLARS" below it)
- Bank:** ANYPLACE BANK, Anyplace, LA 70000
- Routing Number:** 250250025 (circled and labeled "Routing number")
- Account Number:** 20202086 (circled and labeled "Account number")
- Check Number:** 1234 (at the top right)
- Microprint:** ⑆250250025⑆ 20202086 1234
- Annotations:**
 - A "SAMPLE" watermark is diagonally across the center.
 - A box labeled "Do not include the check number" has an arrow pointing to the check number 1234.
 - An arrow points from the check number 1234 to the routing number 250250025.

Note: The routing and account numbers may be in different places on your check.