



## DIRECT DEPOSIT/ACH CREDIT Authorization Form

You can have your payment from the University of Oregon automatically deposited in your checking or savings account. You don't have to change your present banking relationship to take advantage of this service.

### Direct Deposit will help you in many ways.

- It saves you trips to your financial institution.
- It saves you time in depositing checks—no long lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster, which reduces the possibility of overdrafts.
- You get your money deposited into your account even if you're on vacation.

### Here's how Direct Deposit works:

The University of Oregon issues direct deposits on every Tuesday and Thursday of the work week (days may vary on weeks that include recognized or banking holidays). On the following day after a regularly scheduled direct deposit run, your payment will be deposited in your account. An email will be sent to an email address that you have specified the same day as the check run. To take advantage of this service, complete the attached authorization form and return it to the University of Oregon.

### Please complete the ACH Credit Authorization Form and return to:

University of Oregon  
Accounts Payable  
PO Box 3237  
Eugene, OR 97403-0237  
Fax: (541)346-2393

The completed authorization form will give the University of Oregon the authority to deposit your payment to your account. All you need to do is:

1. Print your name and legal business name in the space at the top of the form.
2. Mark checking or savings account to indicate the type of account you are depositing to.
3. Mark the "Business Account" box ONLY IF your payment will be deposited in your Business Account at your bank.
4. Fill in your financial institution routing number and financial institution account number.
5. Check the appropriate box to indicate if this transaction is being moved outside the U.S.
6. Fill in your email address(s) that will be used to deliver payment remittance information.
7. Print your name and address, then sign the form, provide today's date and your phone number.
8. You will receive a phone call from the Accounts Payable Team to verify the account information prior to set-up.

*\* For security purposes please don't email your form. We will contact you BEFORE activating your ACH Credit Authorization request AND prior to making any changes to your ACH Credit Authorization information.*



### ACH CREDIT AUTHORIZATION

I, (print name), \_\_\_\_\_, a representative of (business legal name), \_\_\_\_\_, authorize the University of Oregon to initiate electronic credit entries for the purpose of making vendor payments to my bank account specified below, and if necessary, debit entries and adjustments for any credit entries in error to my account:

**Type of Bank Account:**

Checking account Savings account

Business Account (Check this box if the checking or savings account is setup at your bank as a business or commercial account)

**Banking Information:**

FINANCIAL INSTITUTION NAME (PLEASE PRINT) \_\_\_\_\_

U.S. BANK ROUTING # \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_

FINANCIAL INSTITUTION CITY, STATE and POSTAL CODE \_\_\_\_\_

**Will this money ultimately be routed to a foreign bank account?**

Yes, this deposit will ultimately be routed to a bank outside the US (not common)

No, this deposit is going only to the bank I already designated above

**Remittance Information:**

I authorize the University of Oregon to send payment detail information to the following email address(s).

Email Address(s): \_\_\_\_\_

**How to Revoke your Authorization:**

This authority will remain in effect until I have cancelled it in writing with notice delivered to the following address: University of Oregon, Accounts Payable PO Box 3237, Eugene, OR 97403-0237.

**CHANGES TO YOUR DIRECT DEPOSIT AUTHORIZATION:**

In order to warrant that payments the State originates through the ACH network comply with all US Laws, the State must rely upon the individual or organization to advise if this credit authorized by you is being sent to a Non US Financial Institution explicitly for the purpose of this payment. Any changes to your ACH Credit Authorization will require a new request for ACH Credit Authorization to be completed. To obtain a new form contact the University of Oregon Accounts Payable at [APBAO@UOREGON.EDU](mailto:APBAO@UOREGON.EDU) or call (541) 346-4235.

I acknowledge that the origination of ACH transactions to the authorized account must comply with the provisions of Oregon and U.S. law.

PRINT NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_