

Accounts Payable

Vendor Direct Deposit / ACH Credit Authorization

Contact Information

Eastern Oregon University
One University Blvd
La Grande, OR 97850

CONTACT: Accounts Payable
TELEPHONE NO.: 541-962-3664
E-MAIL ADDRESS: ap@eou.edu
FAX NO.: 541-962-3889

Vendor Information

You will be notified via email when a deposit is initiated. After notification, allow a minimum of two business days for funds to be available. EOU may verify banking changes using contact information on file and not the information provided on this form.

Name/Business: _____ Tax ID/SSN: _____

Contact Name: _____ Phone: _____

Email for remittance notifications: _____ Fax: _____

Bank Information

Request Type: New Enrollment Change Existing Account Cancel ACH

Bank Name: _____ Branch: _____

Address: _____

Account Title: _____

Account #: _____ Routing #: _____

Account Type: Checking (attach voided check) Savings (attach verification)

International ACH Transaction (IAT) Statement

If the entire amount of any of your direct deposit payments will ultimately be deposited to a financial institution outside the U.S. please contact us at 541-962-3664, as an additional IAT form will need to be completed.

- The entire amount WILL be deposited outside the U.S.
 The entire amount WILL **NOT** be deposited outside the U.S.

Vendor Acknowledgement and Authorization

I authorize Eastern Oregon University (EOU) to initiate ACH credit entries to the account listed above. If funds are deposited in error, I authorize EOU to direct the bank to return funds. I certify I am authorized to act on behalf of the vendor. I understand it is my responsibility to verify deposits and that EOU assumes no liability for overdrafts. All ACH transactions must comply with U.S. law. This authorization remains in effect until written notice of termination is received.

Signature: _____ Date: _____

Title: _____ Phone: _____

For Office Use Only

GXADIRD Date: _____ WD Address Date: _____