

## Authorization Agreement for Automated Deposits

**NOTE:** Direct Deposits are generally received 7-10 days sooner than a paper check.

Vendor Name \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

I hereby authorize the University of Northern Colorado to make payment of any amounts owed to me by initiating credit entries to the account listed below. I understand and agree that if an erroneous credit is made to my account that the University and financial institution are authorized to stop payment, reverse the entry, or make any adjustments necessary to my account to correct the erroneous entry. I understand that this authorization will remain in effect until I have cancelled it in writing.

Please notify Accounts Payable within two weeks prior to payment date to prevent the direct deposit from occurring and funds are directed into a closed account; the direct deposit will be rejected at the financial institution. I understand that funds will not be available to me until the original funds are returned by the financial institution and a check can be prepared. I understand that I am responsible for checking the availability of funds in my account and that the University is not liable for check charges incurred before funds are verified.

**If a voided check or bank ACH authorization form is not attached, I understand that a check will be mailed to the address on file.**

I authorize the University of Northern Colorado to send my ACH advice to my company e-mail address listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Routing Number** \_\_\_\_\_

Attach a **VOIDED CHECK or Bank ACH Authorization form** for the direct deposit account requested. Deposit slips are only allowed for savings accounts and **temporary checks are not allowed** per requirement of our auditors. All new account numbers will be verified to detect any problems with your bank transit number. (Be sure the bank name and address is printed on the face of the check.)

Questions on this form can be directed to Accounts Payable, (970) 351-2387 or [accountspayable.electronicinvoices@unco.edu](mailto:accountspayable.electronicinvoices@unco.edu)

**Accounts Payable Use Only:**

Bear #: \_\_\_\_\_

Processed by: \_\_\_\_\_