

**University of Southern Indiana
Accounts Payable**

**ACH Direct Deposit
Enrollment Authorization**

Section 1: Payee Information

Name:	_____				
Address:	_____ _____				
City:	_____	State:	_____	Zip code:	_____
Contact Person Name (if other than payee):	_____				
Telephone number:	_____				
E-mail address for notification of deposit:	_____				
<small>If no e-mail address is provided, remittance information cannot be sent. Official USI e-mail address will be used for faculty/staff.</small>					

Section 2: Financial Institution Information

Name:	_____		
City:	_____	State:	_____
Bank account type (check one):	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Bank routing number (must be nine digits):	[] [] [] [] [] [] [] [] []		
Account number:	_____		

Section 3: Authorization

<p>I certify that the information provided on this form is correct and that I am an authorized signer or designate of the account provided for direct deposit transactions and am entitled to provide this authorization. I hereby authorize the University of Southern Indiana (USI) to initiate electronic credit entries and, if necessary, debit entries or adjustments to correct any deposit errors to my checking or savings account at the financial institution listed above.</p> <p>I understand that a minimum of three business days is required for USI to make the transfer to my account after I receive the e-mail notification of the disbursement. It is my responsibility to verify payments have been credited to my account and USI assumes no liability for overdrafts for any reason.</p> <p>This authority is to remain in full force and effect until USI has received written notification from me of its termination in such time and in such manner as to afford USI and the financial institution named above a reasonable opportunity to act on it.</p>	
Signature: _____	Date: _____
Printed name: _____	Title: _____

Please return this form to:
University of Southern Indiana
Accounts Payable
8600 University Blvd.
Evansville, IN 47712