

Western Illinois University

Direct Deposit Authorization-Vendor

(not for use by WIU employee or student vendors)

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

Check one <input type="checkbox"/> Direct Deposit for the first time <input type="checkbox"/> Direct Deposit change										
<u>Name of Payee</u> (last, first, middle initial)	<u>FEIN or SSN</u>									
<u>Legal Address of Payee</u>	<u>City</u> <u>State</u> <u>Zip</u>									
<u>Name of contact person if other than payee</u>	<u>Daytime Phone Number</u>									
<u>Email Address</u> (if no email is provided, remittance information will not be sent.)	<u>Name of Financial Institution</u>									
Check One: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	<u>Exact Name(s) on Account</u>									
<u>Transit/Routing Number</u>	<u>Depositor Account Number</u> (enter the complete account number, including the preceding & trailing zeroes)									
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I certify that the information provided on this form is correct. I authorize Western Illinois University to direct payments to the financial institution designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error. This authorization is applicable to all payments issued to the above-named payee by Western Illinois University under the designated FEIN or SSN.										
<u>Signature</u>	<u>Date</u>									

******Please attach a voided check or deposit slip here******

Please return this form to:

Western Illinois University
 Accounts Payable
 1 University Circle
 Macomb IL 61455
 Phone 309.298.1811
 Fax 309.298.2811

Entered	_____	_____
	Initials	Date
Verified	_____	_____
	Initials	Date