

Direct Deposit Authorization Form for Accounts Payable Disbursements to Vendors

Individual or Company/Organization Name
Employer Identification Number/Social Security Number
E-mail Address (This is required for deposit notification.)

I hereby authorize Smith College to deposit, by electronic transfer, payments owed to me or the company named above into my account at the bank named below. Smith College is authorized to reverse or debit any entries made in error to my account through the College's direct deposit program.

It is understood that I may terminate this agreement by written notification to the Smith College Payroll and Disbursements Office.

I agree to notify the Payroll and Disbursements Office immediately if I close my account or change my e-mail address. I understand that if I fail to provide complete and accurate information on this form or fail to give sufficient notification of account closure, the processing of my payments may be delayed or erroneously transferred.

Authorized Signature
Date
Print Name
Title (if applicable)

Bank Name and Address:	
Bank Transit/Routing Number: <i>(Should be Nine Digits Long)</i>	
Customer's Bank Account Number:	
Account Type <i>(Select One)</i> Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	

To start or change a deduction:

The first payment processed after receipt of this form in the Payroll & Disbursements Office, College Hall 204, will be a pre-authorization to the Federal Reserve System for verification of bank transit and account number, as supplied above. You will receive an actual check and no money will be transmitted to your account.

The second payment after receipt of this form will result in an electronic transmittal of funds to your account. An e-mail notification will be sent to the e-mail address, as supplied above.

Please feel free to contact us with any questions or concerns. We can be reached via e-mail at acctspay@smith.edu or by phone at (413) 585-2244.

Mail completed form to Smith College, Payroll and Disbursements Office, College Hall 204, Northampton, MA, 01063.

Locating the above information on your check:
2664

Date _____

Pay to the Order of _____ \$ _____

Dollars

Your Account Number

For _____ AP

⑆ 211884976 ⑆ □□□□□□ □□ 2664

Bank Transit Number

Bank
Northampton, Massachusetts 01060