

Accounts Payable Authorization For Direct Deposit

(Print Name)

(A#)

(e-mail address)

Hereby authorize and instruct The University of Alabama in Huntsville, (UAH) to deposit the amount of each of my accounts payable payments directly into my checking and/or savings account indicated in the amounts indicated below in the Deposit Instructions.

The financial institution and UAH reserve the right to correct any erroneous deposit by a corresponding withdrawal. The employee will be notified in advance of any such withdrawal.

Deposit Instructions

Please deposit the full amount of my check into:

Checking

Savings

(check one)

Account Number

Routing Number

Financial Institution

Institution Address

City

State

Zip

Please attach a voided check (if checking account) or a preprinted deposit slip (if savings account) for the account or accounts to which such automatic deposits are to be made.

I understand that I can cancel this authorization at any time. To cancel, I must give written notice to UAH. My cancellation will become effective when the UAH Office of Accounts Payable receives my notice of cancellation and has had a reasonable period of time upon which to act on it. All automatic deposits to or withdrawals from my account or accounts by UAH up until that time will be authorized by this authorization

I further understand that all automatic deposits and credits to or withdrawals and debits from my account or accounts under this authorization will be subject to all rules, regulations, agreements, and disclosure statements of UAH and the Institution governing accounts and preauthorized transfers to and from accounts.

Campus Location: Dept/Building/Room: _____ Phone #: _____

Signature: _____ Date _____

Please return this form along with a voided check:

The University of Alabama in Huntsville

Accounts Payable

301 Sparkman Drive SKH 241

Huntsville, AL 35899

For more information, call (256) 824-2251