

Direct Deposit Authorization Agreement for Vendors

** This form must be typed or completed in ink (no pencils). **

Please submit completed signed original form along with either an original voided check or an original letter for the bank (for account verification) to:

**UNC Charlotte, Financial Services, Direct Deposit Administrator
3rd floor Reese Admin Bldg., 9201 University City Blvd.
Charlotte, NC 28223**

<-----Must be mailed
to THIS address. DO.
NOT. FAX.

X Initial/New Agreement	Change to Initial/New Agreement	
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Vendor Information	
UNC Charlotte ID #: (If known)	{FILL IN THIS ENTIRE BOX}
Vendor Name:	
Vendor Address Line 1:	
Vendor Address Line 2:	
Vendor Contact Name:	
Vendor Email:	
Vendor Phone #:	

Bank Information		
Bank Account Type:	Checking	Savings
Bank Name:	{FILL IN THIS ENTIRE BOX}	
Branch:		
City:		
ACH Bank Routing #: <i>Please do NOT use routing # from a Deposit Ticket.</i>		
Account #:		

Vendor Agreement: Your signature below authorizes UNC Charlotte to deposit all payments into the bank account identified above. Electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). You affirm that the entire payment amount is not subject to being transferred to a foreign bank account. This authorization will remain in effect until you provide written notification to UNC Charlotte, Financial Services, **Controller's Office, 4th Floor Reese Bldg, 9201 University City Blvd., Charlotte, NC 28223-0001** requesting a change to the initial agreement or request to stop direct deposit. A Direct Deposit Remittance Advice will be emailed to your business email when a deposit occurs.

Note: After enrolling for Direct Deposit all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended by written notification. It is each vendor's responsibility to notify the office above in writing (by submitting this document with the Type of Agreement marked as "Change to New/Initial Agreement" or "Request to Stop Direct Deposit"). If a change to your bank account occurs without the University receiving written notification, a delay in the receipt of funds will occur (up to 10 business days). If funds are direct deposited to your account in error, the University may initiate a debit transaction against the account to recover/remove the funds.

{SIGN}

Signature of Company Official or Account Holder

{DATE}

Date