**DePauw University**

**Authorization Agreement for Automatic Deposit (ACH Credits)**

I authorize DePauw University and the financial institution listed below to deposit my reimbursements/pay automatically to the account and financial institution listed below. If adjusting entries are required to correct errors, these corrections are also authorized. This authority will remain in effect until I have cancelled this authorization in writing.

**IMPORTANT:** Your reimbursements/pay will be directly deposited to your bank account and an e-mail will be sent when a payment has been deposited. If you close your account or change accounts, the Business Office must be notified. Any monies going to a closed account will not be paid to you until the funds are returned by the bank.

**NOTE: You must also complete the Federal Tax Form W-9 in order to receive payments from the Business Office.**

**Instructions for completing this form**

1. Print your name, social security number, student ID number and e-mail address in the space provided.
2. Sign and date the form in the space provided.
3. Fill in the bank name and account information in the space provided. Be sure and specify if your account is a checking or saving account.
4. Attach a copy of your check or a voided check if your bank account is a checking account. For a saving account, documentation showing the bank routing number and the account number must be provided. **Please note:** **Deposit slips from any account are not acceptable.**
5. Return this form and appropriate supporting documents to the Business Office.

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Student Name (Printed) Student ID Number

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Student E-mail Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name Bank Routing Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mark One:** □ Checking Account □ Saving Account

Bank Account Number

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Student Signature Date

**Sample Check:**

 