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| Division of Finance[www.uidaho.edu/finance/](http://uidaho.us6.list-manage1.com/track/click?u=e8b26a2bfdf3335ca7d0c9eef&id=0b7ea7fc54&e=d0c774aefc)  |

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# REQUEST TO DEPOSIT VENDOR or NON EMPLOYEE ACCOUNTS PAYABLE PAYMENTS

I hereby grant authorization to deposit my vendor or individual check directly to my checking or savings account. I understand that this will take effect within the next 7 days after receiving the information. **This authorization will continue indefinitely until I give written notice to discontinue.**

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**Vendor/ Individual Name (printed) Vendor/Individual address (printed)**

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**Day Time Phone Number E-mail Address for remittance information**

**Savings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR Checking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please check one)***

 ***Bank Routing number:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature Date**

## PLEASE SECURELY ATTACH A VOIDED CHECK

## DO NOT USE DEPOSIT SLIPS

***(BANK ROUTING INFORMATION MAY NOT BE ACCURATE)***

* ***PROTECT YOURSELF WITH SENSITIVE ACCOUNT INFORMATION!***
	+ ***Email this form to:acctpay@uidaho.edu (You are responsible to delete the email from your sent files.)***
	+ ***Or Fax to: Accounts Payable, 1-208-885-5417***
	+ ***Or bring the form to: Accounts Payable, Bruce Pitman Center, 709 Deacon Street rm 42, Moscow, ID 83844-4244***

**For questions concerning your banking information or direct deposit setup, please call Accounts Payable at 208-885-5394 or email** *acctpay@uidaho.edu*

**HOW TO FIND YOUR ACCOUNT INFORMATION**



**Your bank can also print off a Direct Deposit Form if you do not have checks.**