



DePaul University

Accounts Payable Department Employee ACH Payment Enrollment Authorization

| | |
|--|---|
| Check One: <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student | Check One: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancellation |
|--|---|

PAYEE INFORMATION

| | |
|--|---------------------------|
| Name: | Employee ID: |
| Home Address: | |
| Office Phone Number: | Home Phone Number: |
| E-Mail Address for Remittance Notification: | |

FINANCIAL INSTITUTION INFORMATION

| | |
|---|--------------|
| Name: | |
| Address: | |
| Telephone Number: | |
| Exact Depositor Account Name | |
| Nine-Digit Routing Transit Number: | |
| Depositor Account Number: | |
| Type of Account (select one): <input type="checkbox"/> Checking or <input type="checkbox"/> Savings | |
| I certify that the information provided on this form is correct. I authorize DePaul University to direct payments to the financial institution designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error. This authorization is applicable to all payments issued to the above-named payee by DePaul University under the designated Employee ID. | |
| Signature: | Date: |

There have been recent changes to the payment system rules for direct deposit of employee reimbursements. If you receive your reimbursement via direct deposit at a U.S. bank and then have the entire amount forwarded to a bank in another country, you must contact Accounts Payable at accountspayable@depaul.edu. There are new formatting requirements for these transactions that DePaul must follow. These changes do not affect your direct deposit.

*******PLEASE ATTACH A COPY OF VOIDED CHECK HERE*******

Deposit Slips Are Not Accepted

For Office Use Only

Please Complete and Return to the following:

DePaul University
Accounts Payable Dept
 1 E Jackson Blvd 19th Fl
 Chicago, IL 60604

| | | |
|----------|----------|-------|
| Entered | _____ | _____ |
| | Initials | Date |
| Verified | _____ | _____ |
| | Initials | Date |



DePaul University

Accounts Payable Department Employee ACH (Automated Clearing House) Payment Enrollment Authorization

EMPLOYEE ACH APPLICATION INSTRUCTIONS

Please Complete all the appropriate Boxes

EMPLOYMENT STATUS

Faculty/Staff: Check this box if you are either a Faculty or a Staff employee of DePaul University

Student: Check this box if you are a Student of DePaul University

APPLICATION TYPE

New: Check this box for New Applications

Change: Check this box for Changes to a previously submitted application

Cancellation: Check this box if you wish to Cancel this payment option

PAYEE INFORMATION

Name: Please enter first and last name here

Employee ID: Please enter your DePaul ID number here

Home Address: Please enter your home mailing address here (Please do not indicate a Campus address)

Office Phone Number: Please indicate your office phone number here

Home Phone Number: Please indicate your home phone number here in case you are out of the office

Email Address: Please indicate the preferred e-mail address to send a copy of the remittance advice

FINANCIAL INSTITUTION INFORMATION

Name: Enter your Financial Institutions name here

Address: Enter Financial Institutions address here

Telephone Number: Enter area code and phone number of your Financial Institution here

Exact Depositor Account Name: Indicate the exact name on this account

Nine-Digit Routing Transit Number: Enter your nine-digit routing transit number (obtain from check or your Financial Institution)

Depositor Account Number: Enter your Financial Institutions account number here

TYPE OF ACCOUNT

Please select the type of account either Checking or Savings

SIGNATURE & DATE

Please read the certification if you approve sign and date here

VOIDED COPY OF CHECK

Please attach a COPY of a VOIDED Check for accuracy. Deposit Slips will not be accepted

MAILING INSTRUCTIONS

Please return the completed form to the mailing address indicated on page one

For questions or concerns please call Accounts Payable at (312)362-5335