

## Vendor Direct Deposit Authorization Form

**Individual or Company/Organization Name**
**Employer Identification Number**
**E-mail Address (This is required for deposit notification.)**

I hereby authorize Smith College to deposit, by electronic transfer, payments owed to me or the company named above into the account at the bank named below. Smith College is authorized to reverse or debit any entries made in error to this account through the College's direct deposit program. I further warrant that I or the company is a holder on the account listed below.

It is understood that I may terminate this agreement by written notification to the Smith College Payroll and Disbursements Office. I also understand that Smith College will not be held responsible for issuance errors due to the practices and policies of my financial institution.

**I agree to notify the Payroll and Disbursements Office immediately if I close my account or change my e-mail address. I understand that if I fail to provide complete and accurate information on this form or fail to give sufficient notification of account closure, the processing of my payments may be delayed or erroneously transferred.**

**Authorized Officer Signature**
**Date**
**Print Name**
**Title**

Bank Name and Address:	
Bank Transit/Routing Number: <i>(Should be Nine Digits Long)</i>	
Customer's Bank Account Number:	
Account Type <i>(Select One)</i> Checking <input type="checkbox"/> or Savings <input type="checkbox"/>	

**To start or change a deduction:**

The first payment processed after receipt of this form in the Payroll & Disbursements Office, College Hall 204, will be a pre-authorization to the Federal Reserve System for verification of bank transit and account number, as supplied above. You will receive an actual check and no money will be transmitted to your account.

The second payment after receipt of this form will result in an electronic transmittal of funds to your account. An e-mail notification will be sent to the e-mail address, as supplied above.

Smith College cannot send a direct deposit (ACH) transaction to a foreign bank account. The College assumes no liability for direct deposit (ACH) transactions that are returned due to the fact that the account receiving the direct deposit is identified by the receiving financial institution as a foreign bank account.

Please feel free to contact us with any questions or concerns. We can be reached via e-mail at [acctspay@smith.edu](mailto:acctspay@smith.edu) or by phone at (413) 585-2229.

Mail completed form and voided check to Smith College, Payroll and Disbursements Office, College Hall 204, Northampton, MA, 01063.

Locating the above information on your check:

2664

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Your Account Number

\_\_\_\_\_ Dollars

Bank Transit Number

\_\_\_\_\_

For \_\_\_\_\_ AP

⑆ 211884976 ⑆
⑆ 2664