



Vendor Direct Deposit Authorization Form

We've Gone Green! Sign up for Direct Deposit



The University of West Florida is pleased to offer the option for vendors to receive payment of invoices via Direct Deposit. Instead of receiving a paper check through the mail, a deposit will be made directly to your authorized bank account. When a direct deposit is processed, an email will be sent to you from accountspayable@uwf.edu to the Email for Remittance Advice address you provide on the Direct Deposit Authorization Form. The email will include an attachment that contains the same detailed information currently on a check stub. Please ensure you include a remittance email address on the authorization form, otherwise the remittance information will not be sent.

How can I participate?

To participate in direct deposit all you need to do is complete and return the Vendor Direct Deposit Authorization Agreement (see page 2 of this doc), or visit our [Vendor Information](#) website.

Why should I participate?

- Direct Deposit is confidential and safer than receiving your check through the mail
- Your money is available sooner
- No worries about lost or stolen checks
- Saves you time waiting in line at the bank
- Cuts paper and ink use
- Direct Deposit is free

Questions?

If you have any questions regarding this information, please feel free to email us at accountspayable@uwf.edu, or contact Billy Pollard at 850-474-3025.

The UWF Accounts Payable staff is here to assist you!

Christy Motley
Accounts Payable Manager
850-474-3046

Phebe Scully
Accountant
850-474-3049

Riana Gilbert
Accountant
850-474-3047

Lisa Warren
Accountant
850-474-3143



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Upon completing this form, submit to University of West Florida, Controller's Office, Building 20E, 11000 University Parkway, Pensacola, FL 32514, or email completed form to accounts payable@uwf.edu. If you have questions, please contact 850-474-3025.

Direct Deposit Action (check one option)		
<input type="checkbox"/> New Agreement	<input type="checkbox"/> Change to Current Agreement	<input type="checkbox"/> Cancel Direct Deposit
Vendor Information		
UWF ID Number (If Known):		
Vendor Name:		
Street Address:		
City, State, Zip:		
Email for Remittance Advice:		
Vendor Contact Information		
Name:		
Email Address:		
Phone Number:		
Financial Institution Information		
Account Type:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Name of Financial Institution:		
Phone Number:		
Bank Routing Number (9 digits):		
Account Number:		

Vendor Agreement: I, the undersigned, hereby authorize and request the University of West Florida to initiate credit entries, and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the above-named financial institution. This direct deposit is to remain in effect until changed by: (a) an officer of the vendor; (b) the vendor's legal representative; (c) the above-named financial institution; or (d) the University of West Florida. Any change must be in writing and must be transmitted in a timely manner for any change to take effect. A Direct Deposit Remittance Advice will be emailed to your Email for Remittance Advice address when a deposit occurs. If no email address is provided, remittance information will not be sent. The University will not be responsible for any loss that may arise solely by reason of error, mistake, or fraud regarding information provided on this form.

Note: Please make sure you notify us prior to closing your account. If a change to your bank account occurs without the University receiving prior written notification, a delay in the receipt of funds will occur (up to 10 business days).

Signature of Company Official

Date

Printed Name

Title

Verified by Accounts Payable _____