Vendor Direct Deposit Authorization Form

UNIVERSITY OF WEST FLORIDA

Controller's Office

We've Gone Green! Sign up for Direct Deposit

The University of West Florida is pleased to offer vendors an option to receive payments from Accounts Payable via Direct Deposit. Instead of receiving a check through the US mail, you will receive an electronic deposit in your authorized bank account. When a payment is processed, an email notification 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 of your Direct Deposit advice that contains the same detailed information currently on a check stub. Please ensure you include a valid remittance email address on the authorization form. Otherwise, the remittance information will not be sent.

How can I participate?

Please contact Accounts Payable to initiate the process to be set up to receive Direct Deposit or make changes to an existing set up. You may contact one of the Accounts Payable staff below directly or email your request to accountspayable@uwf.edu to start the process in DocuSign. The request can be routed through your departmental contact on campus or can come from the vendor directly.

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 the Associate Controller, Amy Sparkowski, at 850.474.3025.

The UWF Accounts Payable staff is here to assist you!

Angela Henrichs
Accounts Payable Manager
850.474.3046

Lisa Warren
Accounts Payable Accountant
850.474.3143

Riana Gilbert
Accounts Payable Accountant
850.474.3047

Danielle Williams
Accounts Payable Accountant
850.474.3049

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Direct Deposit Action (check one option)					
	New Agreement		Change to Current Agreement		Cancel Direct Deposit

Vendor Information	
UWF ID Number (If Known)	
Vendor Name:	
Street Address:	
City, State, Zip:	
E-Mail for Remittance Advice:	

Vendor Contact Information	
Name:	
Email Address:	
Phone Number:	

Financial Institution Information				
Account Type		**Checking**		**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 E-Mail 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 __________________________