

**North Dakota State University**  
**ACH DIRECT DEPOSIT**  
**AUTHORIZATION AGREEMENT**

**I authorize North Dakota State University and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account.**

Check the appropriate one:      \_\_\_\_NEW      \_\_\_\_CHANGE

(Please Print)

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Business Telephone # \_\_\_\_\_

Contact Person \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      or

Employer Identification Number \_\_\_\_\_ - \_\_\_\_\_

Bank Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**For validation of account information:**

**Attach a *voided blank check* or *deposit slip* for deposit to a checking account.**

**Attach a *savings deposit slip* for deposit to a savings account.**

Check only one below:

Checking:  
Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Savings:  
Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Vendor # \_\_\_\_\_

Accounting \_\_\_\_\_

March 25, 1999

INFORMATION

Dear NDSU Vendor:

As an added service to our vendors, NDSU now offers direct deposit of our payments to your company's bank account.

Your money will be credited directly to your account two working days after the payment request is processed by the NDSU. A remittance advice will be sent to you informing you of each direct deposit transaction.

To take advantage of the convenience and speed of direct deposit, please complete the enclosed authorization form, make a copy for your records and return the original to the following address: *Accounting Office-NDSU*  
*Attn: Renee Kapaun*  
*PO Box 5227*  
*Fargo, ND 58105-5227*

To ensure more timely processing, the enclosed form needs to be completely filled out and a **voided blank check or deposit slip** must be attached to verify your company's **bank routing (ABA) number and account number.**

Due to processing time, it may take three to four weeks to establish your direct deposit account. If you choose not to respond to this letter, NDSU will continue to mail accounts payable checks to your business.

If you have any questions regarding this new service, contact the NDSU Accounting Office at # 701-231-7325.

Sincerely,

Renee Kapaun  
Information Processing Specialist