



Electronic Funds Transfer
Authorization Agreement Instructions

Section 1

- A. Enter the complete name and address of payee
- B. Include email address for remittance information
- C. Enter the Federal Tax Identification number of the payee

Section 2

- A. Provide the name and address of the ACH member financial institution authorized to conduct the transaction.
- B. Enter the financial institutions' ABA/Routing number. This is a nine-digit number that is shown on your check. It may also be obtained by contacting your financial institution and requesting it.
- C. Enter the account number to which the electronic funds transactions are to be credited.
- D. Indicate whether the account is a checking or savings account.

This authorization form must be signed by an authorized signer on the bank account.



Electronic Funds Transfer Authorization Agreement

Section 1

Vendor Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact Information (Name and email) _____

Federal Tax ID # or SSN

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(Please attach W-9)

Section 2

Financial Institution _____ Phone _____

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Bank ABA/Routing Number _____ Checking Savings

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Account Number _____

I certify that the information provided is correct and that I am an authorized signer on designate of the account provided for direct deposit transactions, and am entitled to provide this authorization. I hereby authorize Purdue University to initiate credit entries, and debit entries in the event of overpayment, to the account and financial institution listed above. This authorization will remain in effect until revoked by the vendor in writing to the Purdue University Master Data Team.

You must notify us immediately if you have instructed your bank to transfer Purdue’s electronic payments to an account outside the United States. We will then need to collect additional information from you so that our bank can satisfy its regulatory obligations. Purdue cannot be responsible for any resulting delays.

Signature _____ Title _____

Name (Typed) _____ Date _____

*****For Purdue University Use*****

Date Received _____ Date Entered _____ Initials _____