



**BUSINESS and
FINANCIAL AFFAIRS**

For office use only - Vendor No: _____

Vendor email & direct deposit information updated: _____

Date

**University of North Alabama - Accounts Payable Office
1 Harrison Plaza - UNA BOX 5001 - Florence, AL 35632
(256) 765-5152 • (256) 765-4443
Email: AP@UNA.EDU**

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT OF VENDOR PAYMENTS

As a payment option, the University of North Alabama offers vendors the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must complete this form attach a voided check or bank letter, and email it to AP@UNA.EDU

Vendor Information			
Vendor Name:		Please indicate:	Enter EIN/ SSN below:
		<input type="checkbox"/> EIN	
		<input type="checkbox"/> SSN	
Vendor Address:			

E-MAIL ADDRESS for payment notification (Required).

E-mail Address:		Phone No:	
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Bank Information	
Bank Name:	
Bank Address:	
Bank Account #:	
Bank Routing #:	

I certify that the information provided on this form is correct and that I am authorized to execute this document on behalf of the vendor.

Contact Name(s):
Please print _____

Title: _____

Authorized Signature

Date