

*Please click the "Submit" button at the bottom of this form once complete.  
 For further instructions and explanations, please refer to second sheet of this form.*

**SECTION I – General Information**

1. Name (First, MI, Last): \_\_\_\_\_ 2. Tax ID Number: \_\_\_\_\_  
 3. Mailing Address: \_\_\_\_\_  
 4. Vendor Contact Person: \_\_\_\_\_ 5. Phone Number: \_\_\_\_\_  
 6. E-Mail: \_\_\_\_\_  
 (Electronic Notification will be sent to email address listed for Vendor payments)

**SECTION II –Banking Information**

<b>TYPE OF TRANSACTION:</b> Start      Change      Cancel			<b>TYPE OF ACCOUNT:</b> Checking      Savings		Routing Number (9 digits)
			_____		
Account Number					
FINANCIAL INSTITUTION				CITY, STATE, ZIP CODE	

**Section III – University of the Pacific Internal Use Only**

Banner Vendor ID#: _____  <i>Note to Processor: verify all Banner information before processing form. When setting up a new bank, please pre-note.</i>
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**General Instructions on filling out the Vendor Direct Deposit Authorization Form**

**Section I** – Fill out the form with your Name, Tax ID Number, Address and email.

**Section II** – Select the appropriate type of transaction below and follow the instructions.

Type of Transaction	{	<b>New Account</b>	{	Checking	Mark the check box for New under type of transaction and Checking under type of Account.
				Savings	Mark the check for New under type of transaction and Savings under type of account.
		<b>Changes</b>		Change Account	Mark the check box for Change. Indicate the new type of account, account number, routing number and Financial Institution information.
		<b>Cancellation</b>		Canceling Direct Deposit	Mark the check box for Cancel to stop direct deposit into the existing Account, listing the account that you have set up.

**\*\*PLEASE READ – IMPORTANT INFORMATION REGARDING YOUR DIRECT DEPOSIT NOTIFICATION\*\***

You will not receive a paper document in the mail with details of the amount deposited to your account via Direct Deposit. Rather, an email notification will be sent to the email address indicated in Section 1, Item 6 on page 1 of this document (Vendor Direct Deposit Authorization Form). The email itself will have a brief message that a Direct Deposit is being processed from the University. The attachment to the email will include the Direct Deposit advice indicating invoice information and amounts. You can print this advice for your records.

**For further assistance in completing this Vendor Direct Deposit form, please contact us at:**

**University of the Pacific  
 Purchasing Department  
 Phone: (209)946-2206  
 Fax: (209)946-7363**

*Vendor Transactions: All Direct Deposits may take a minimum of 2 payments to start. The first payment is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next check run. If the pre-note is not successful, we will validate the banking the information, and reprocess with the next payment cycle.*