



## VENDOR DIRECT DEPOSIT AUTHORIZATION FORM

*For further instructions and explanations, please refer to page2 of this document.*

### Section I – Vendor Information (REQUIRED) - please type or print clearly

1. Vendor Name: \_\_\_\_\_ 2. Tax ID Number \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Vendor contact person: \_\_\_\_\_
5. Phone Number (for person designated in 4 above): (\_\_\_\_\_) \_\_\_\_\_
6. E-Mail (for person designated in 4 above): \_\_\_\_\_  
(Electronic Notification will be sent to email address listed for Vendor payments)

### Section II – Banking Information (REQUIRED)

<b>TYPE OF TRANSACTION:</b> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Routing Numbers – Code (9 digits) <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										<b>TYPE OF ACCOUNT:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> ACCOUNT NUMBER
FINANCIAL INSTITUTION		CITY, STATE, ZIP CODE									

**NOTE: ONLY ONE ACCOUNT CAN BE USED FOR VENDOR PAYMENTS.**

### Section III – Certification (REQUIRED)

I hereby authorize the University of the Pacific (Pacific) to initiate credits (and/or corrections to the previous credits) to my account at the institution listed above. This authority is in effect until I cancel it in writing giving Pacific reasonable opportunity to act on it, or upon termination of our business and/or enrollment. It is my responsibility to inform Pacific of any changes in our banking information or of any discrepancies.

\_\_\_\_\_  
Vendor Authorized Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

### Section IV – Internal Use Only

1. Processed by Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_ Vendor ID#: 988  
(Initial)
2. Processed by Payroll: \_\_\_\_\_ Date: \_\_\_\_\_ Banner Name: \_\_\_\_\_  
(Initial)

*Note to Processor: verify all information before accepting form, make sure form is signed and a phone number is listed. When setting up a new bank, please pre-note.*


### Please submit the completed form to:

University of the Pacific, Purchasing Dept., 3601 Pacific Ave., Stockton, CA 95211, or **fax** to (209)946-7363

## General Instructions on filling out the Vendor Direct Deposit Authorization Form

**Section I – Fill out the form with your Vendor Name, Tax ID Number, Address, Contact Person and their email and phone number.**

**Section II - Select the type of transaction you wish to do and follow the instructions as they apply.**

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

**Section III - Once the form has been filled out a vendor authorized signer should sign, date, and write a phone number where you can be reached for further clarification, if needed.**

**\*\*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 has been received 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 recheck the information, and try again the following check run.*