

Accounts Payable Department
 Cheyney University, 1837 University Circle, Cheyney, Pennsylvania 19319
 * fax: (610)399-2228 * vendor@cheyney.edu *

EMPLOYEE ACH PAYMENT ENROLLMENT FORM (Direct Deposit)

Even if you are already enrolled in direct deposit via Human Resources you will need to complete this form in order for Accounts Payable to deposit funds directly into your account. The information is not transferrable.

Payee Name: {Required}	SAP Personnel #:	VNDR ID: {AP Use Only}
Email Address: {Required}	Telephone Number:	
Street Address:	City, State, Zip Code	
Select One: <input type="radio"/> Initial Set Up <input type="radio"/> Change of Account Information <input type="radio"/> Discontinue ACH		

Financial Institution Information	
Bank Name: {Required}	Bank Address: {Required}
Bank Account Number: {Required}	Bank Routing Number: {Required}

AUTHORIZATION

I authorize Cheyney University of Pennsylvania and the financial institution listed above to deposit payments automatically into the checking account noted above each time a payment is made and, if necessary, to adjust or reverse a deposit for any entry made to this account in error. This authorization will remain in effect until I have cancelled it in writing and in such time as to afford Cheyney University of Pennsylvania a reasonable opportunity to act upon it. I will notify Cheyney University of Pennsylvania of any changes made to my checking account.

Name: {Please Print}	
Signature	Copy of Voided Check is Required

This information will be used by the Cheyney University of Pennsylvania Accounts Payable Department to transmit payment data by electronic means to the employee's financial institution.