

# VENDOR ACH PAYMENT ENROLLMENT FORM (Direct Deposit)

Accounts Payable Department  
Cheyney University,  
1837 University Drive  
Cheyney, Pennsylvania 19319  
fax: (610)399-2228  
[vendor@cheyney.edu](mailto:vendor@cheyney.edu)

Payee Name: {Required} <input style="width: 95%;" type="text"/>	Vendor Number (AP Use Only) <input style="width: 95%;" type="text"/>
Email Address: {Required} <input style="width: 95%;" type="text"/>	Telephone Number: {Required} <input style="width: 95%;" type="text"/>
Street Address: {Required} <input style="width: 95%;" type="text"/>	City, State, Zip Code <input style="width: 95%;" type="text"/>
FEIN or SSN: {Required} <input style="width: 95%;" type="text"/>	<p style="text-align: center;"><input type="radio"/> Initial Set Up</p> <p>Select One: <input type="radio"/> Change of Account Information</p> <p style="text-align: center;"><input type="radio"/> Discontinue ACH</p>

Financial Institution Information	
Bank Name: {Required} <input style="width: 95%;" type="text"/>	Bank Address: {Required} <input style="width: 95%;" type="text"/>
Bank Account Number: {Required} <input style="width: 95%;" type="text"/>	Bank Routing Number: {Required} <input style="width: 95%;" type="text"/>

### 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} <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Signature	<b>Copy of Voided Check and W-9 is Required</b>

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.