

# Accounts Payable Direct Deposit Authorization Form

*Complete and return to Accounts Payable in the Business Office.*

I authorize Concordia College and the Financial Institution named below to automatically deposit my accounts payable payments to my account (this includes my authorization to reverse any entries made in error.) This authority will remain in effect until I give written notice to cancel it.

TYPE OF ACCOUNT:                      Checking                            Savings     

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
CITY                                      STATE

\_\_\_\_\_  
SIGNATURE                                      DATE

TRANSIT ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

\*\*\* Staple Voided Check Here

-----

**To enroll in the Direct Deposit Program, complete the above authorization form.**

1. Check the box indicating whether you want your payment deposited to your checking account or savings account.
2. Fill in your account information.
3. Sign and date the form.
4. Attach a voided check (or savings account deposit slip) for verification of your account information.
5. Return the form to Accounts Payable in the Business Office.

Please allow 1-3 weeks for bank verification. After your account information has been verified, direct deposit will begin. Instead of a check, you will now receive a direct deposit voucher.

If you have any questions, please contact Julie Skogen in Accounts Payable at x3322 or skogen@cord.edu.

**Please note: The Payroll and Accounts Payable departments use separate direct deposit systems. This enrollment form is for the Accounts Payable department system only. If you would like to change your banking information for Payroll, please contact the Payroll department at 299-3339.**