



ACH Payment Enrollment Form

See Page 2 for Terms and Conditions.
Retain a copy of this agreement for your records.

Type of Action (Please Check One)
 New Change Cancel

Block 1 - INDIVIDUAL/COMPANY INFORMATION

<input type="checkbox"/> Individual <input type="checkbox"/> I am currently a State employee Banner ID: _____ <small>(Banner ID Required for SCSU Students/Staff)</small> Name: _____ Address: _____ <small>Mailing Street Address</small> _____ <small>City, State and ZIP Code</small> Phone: _____	<input type="checkbox"/> Company FEIN#: _____ - _____ <small>(Federal Employee Identification Number)</small> Name: _____ <small>Business/Organization Name</small> Address: _____ <small>Mailing Street Address</small> _____ <small>City, State and ZIP Code</small> Name: _____ <small>Authorized Representative</small> Title: _____ Phone: _____
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Block 2 - FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Institution Account Number: _____

Nine-Digit Routing Number: _____
Your financial institution routing number can be found on your check, it is the first nine digits on the lower left of your check followed by your institution account number and check number.

Type of Account: Checking Savings

Block 3 - NOTIFICATION METHOD

Notification of your deposit confirmation will be sent via e-mail. If you do not provide an e-mail address your deposit confirmation will be mailed to the address listed in Block 1.

Email Address: _____

By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2

Signature: _____ Date: _____

RETURN COMPLETED FORM TO accountspayable@southernct.edu

ACCOUNTS PAYABLE USE ONLY

Updated in Banner Processed by: _____ Date: _____

TERMS AND CONDITIONS

The standard for any payments made on behalf of Southern Connecticut State University (SCSU) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions participate in ACH.

In order to successfully carry out SCSU's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information;
- That any revised authorization will replace any previous authorization;
- That SCSU may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the ACH Payment Enrollment Form authorizes SCSU to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the SCSU Accounts Payable department for travel, refunds, and/or vendor payments, whichever is applicable.

Your authorization shall remain in effect until advanced written notice of termination is produced to SCSU. Such notice should afford SCSU and the financial institution named on Page 1 (Block 2) reasonable opportunity to act on it. It is your responsibility to provide written notice to SCSU immediately of any changes to your financial institution, routing and account number(s).

Written notice to SCSU should be addressed to:

Southern Connecticut State University
Accounts Payable Department
501 Crescent Street
New Haven, CT 06515-1355

SCSU reserves the right to reverse any duplicate or erroneous credit entries.