Cornell University

Accounts Payable

ACH Authorization Form

Direct deposit for employees, students, alumni, or former employees

Complete this form to request **non-payroll** direct deposit of payment to the bank account you specify below. Submission instructions are at the bottom of the form.

Submission Type ◯ New or Add ◯ Update or Change ◯ Inactivate

Part I: Payee Information

Name _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Email for Remittance** _____

Cornell Affiliation ◯ Employee ◯ Former Employee/Retiree ◯ Student ◯ Alumnus/a

NetID _____ **Employee or Student ID** _____

Unit/Department Name _____

Part II: New Bank Information

Bank Name _____ **Bank Phone Number** _____

Bank Routing Number *(9-digits)* _____ **Bank Account Number** _____

Account Type ◯ Personal Checking* ◯ Personal Savings**

*If you select **personal checking**, you must **attach a voided check** for the bank account specified above. In lieu of a voided check, you may send an account and routing verification notice from the bank. The voided check must be imprinted. We cannot accept starter checks, deposit slips or bank statements.

If you selected **personal savings, an account and routing verification notice from the bank must be attached.

Part III: Authorization

I authorize Cornell University to deposit funds into the above-named bank account. I understand that it is my responsibility to verify that the funds are in my account before I make a withdrawal.

_____ **Date** _____

Authorized Signature

Send this completed, signed form to Accounts Payable in one of the following ways:

By Cornell Secure File Transfer: To Jocelyn Feller (jff77) and Jennifer Fraboni (jf427). Be sure to include an image of your voided check. ***(Do not email this form.)***

By mail: Cornell Procurement and Payment Services, Accounts Payable 341 Pine Tree Road, Ithaca, NY 14850

By fax: (607) 255-0866

Questions? Contact Accounts Payable at (607) 255-6240 or dfa-ach-ap@cornell.edu.

Attach Voided Check Here