



# Application for Payment by ACH

The University of Delaware encourages vendors to accept payments via direct deposit using the Automated Clearing House System (ACH). Anyone with a checking or savings account at a United States bank and an e-mail address is eligible to sign up for ACH payments. Please complete this form and fax it to (302) 831-6772 to enroll. All fields are required.

Each time a payment is made via ACH, you will receive an e-mail from direct-pmt@udel.edu which outlines the details of the payment transmitted. No other notification is provided.

### VENDOR INFORMATION

NAME \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_, \_\_\_\_\_

FEDERAL TAX ID 

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E-MAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_  
An e-mail address is required. This address is where you will receive an e-mail advising of each payment sent by ACH.

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### BANK INFORMATION

PLEASE CONTACT YOUR BANK FOR DETAILS REGARDING THIS SECTION

BANK NAME \_\_\_\_\_

ABA ROUTING NUMBER 

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ACCOUNT NUMBER 

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ACCOUNT TYPE       CHECKING       SAVINGS

I authorize the University of Delaware to make payments by direct deposit to the account shown above. In the event funds to which the vendor is not entitled are deposited to this account, I authorize the University of Delaware to direct the bank to return said funds. I certify that I have the authority to act on behalf of the vendor listed above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE FAX COMPLETED FORM TO (302) 831-6772**