



Rhodes College

Accounts Payable Direct Deposit Authorization

Please complete the following information to participate in direct deposit of your payments issued from Accounts Payable:

I authorize Rhodes College to automatically deposit payments to my account at the financial institution as indicated below. I also authorize reversal transactions from my account in the unlikely event of an overpayment or erroneous deposit initiated by Rhodes College.

Print Name

Rhodes ID (R#)

Signature

Date

Please enroll my primary account information that is currently used for payroll direct deposits. **In the event that my payroll banking information changes, I understand that I must also contact the Finance Office to update the information for Accounts Payable.**

Please enroll the following account for accounts payable direct deposits:

(5 additional banking days may be necessary for processing new account information.)

Name on Account _____

Bank Name _____

ABA/Routing Number _____

Account Number _____



- Requests for payment should be submitted with all supporting documentation and necessary approvals to the Accounting Office by 5pm Wednesday for a direct deposit to be issued via Automated Clearing House (ACH) the following Friday. **Depending on your financial institution, the funds should be available for use within 2 banking days.**
- With this direct deposit election, all future payments will be disbursed via ACH unless a check is specifically requested.
- Questions regarding payments and direct deposit transactions should be directed to the **Finance Office** at **x3760**.