

# INDIANA UNIVERSITY

## Employee Authorization Agreement for Direct Deposit (ACH Credits) of Accounts Payable Disbursements

(For use with Disbursement Vouchers. For example: Reimbursement for out-of-pocket expense)

New Authorization

Update Existing Authorization

Cancel Authorization

Employee Name	Indiana University Employee ID No.:	
Bank Account Name (if different from employee name)	Employee IU Work Email Address	
IU Work Phone Number	IU Campus	
Financial Institution Name	Contact phone number at financial institution	
City	State	Zip
Bank Routing Number	Bank Account Number	

Type of Account:  Checking

Savings

I certify that the information I provided is correct and that I am an authorized signer or designate of the account provided for the direct deposit transactions and am entitled to provide this authorization. I (we) further authorize Indiana University to initiate credit entries to the account and financial institution listed above. I (we) further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in full force and effect until Indiana University has received written notification from (us) of its termination in such time and manner as to afford Indiana University and the depository financial institution a reasonable opportunity to act on it.

### IMPORTANT NOTICE ABOUT INTERNATIONAL ACH/DIRECT DEPOSIT

Due to new banking regulations, beginning September 18, 2009, funds electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded to a non-U.S. bank are required to include additional information that is not currently being collected. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network. THIS INCLUDES ACH PAYMENTS PROCESSED BY INDIANA UNIVERSITY FOR EMPLOYEE REIMBURSEMENTS.

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; steps should IMMEDIATELY be taken to inactivate or change your direct deposit information currently on file with Indiana University. YOU NEED NOT TAKE ANY ACTION IF YOU DO NOT AND WILL NOT FORWARD ACH PAYMENTS TO A NON-U.S. BANK.

Check here if you plan to forward your ACH to a non-US bank:  (check box)

Failure to take action will result in your bank rejecting your international deposit and returning the funds to Indiana University. Indiana University is not responsible for international ACH transactions that are rejected and/or delayed due to missing information.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_