



## Accounts Payable Direct Deposit Authorization

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

I authorize John Carroll University to automatically deposit payments to my account at the financial institution indicated below. In the unlikely event that John Carroll initiates an erroneous deposit to my account, I also authorize the reversal of that erroneous transaction.

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

\_\_\_\_\_  
Banner ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Please enroll my primary account information that is currently used for payroll direct deposits.
- Please enroll the following account for accounts payable direct deposits:  
(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 Accounts Payable Office by 2pm Wednesday for a direct deposit to be issued via Automated Clearing House (ACH) the following Friday. You will receive and email from Accounts Payable confirming the date of the deposit.
- With this direct deposit authorization, all future payments will be disbursed via ACH.
- Questions regarding payments and direct deposit transactions should be directed to the Accounts Payable Office at x4440 for Terri Hocesvar or x4457 for Jean Fernandez.