



DEPAUL UNIVERSITY

Accounts Payable

1 East Jackson Boulevard, Chicago, Illinois 60604-2287

312/362-5336

Vendor ACH/Direct Deposit Enrollment/Change Form

Forward completed forms to email: accountspayable@depaul.edu or fax: 312-362-8440

PAYEE / VENDOR INFORMATION

***Required Field**

STATUS (Check one): <input type="checkbox"/> NEW DIRECT DEPOSIT <input type="checkbox"/> CHANGE EXISTING <input type="checkbox"/> STOP / CANCEL DIRECT DEPOSIT			
NAME		BUSINESS NAME / DISREGARDED ENTITY NAME	
MAIN ADDRESS		REMIT TO ADDRESS <input type="checkbox"/> Same as MAIN ADDRESS	
CITY, STATE, & ZIP CODE		CITY, STATE, & ZIP CODE	
TELEPHONE NUMBER	FAX NUMBER		EMAIL ADDRESS
CONTACT NAME		TAXPAYER ID NUMBER EIN/SSN	
ADDITIONAL INFORMATION			

ELECTRONIC PAYMENT INFORMATION & AUTHORIZATION

BANK NAME		ACH Account Type <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	
BANK ADDRESS		BANK CITY, STATE, & ZIPCODE	
BENEFICIARY NAME ON ACCOUNT		*EMAIL FOR REMITTANCE NOTIFICATION	
ROUTING/ ABA		ACCOUNT NUMBER	
TELEPHONE NUMBER		FAX NUMBER	
SIGNATURE	PRINT NAME	TITLE	DATE

GENERAL INSTRUCTIONS:

- ✓ A valid email is mandatory to qualify for ACH payments.
- ✓ DePaul University complies with National Automated Clearing House Association (NACHA) regulations.
- ✓ Submit a new Vendor ACH form for changes to your banking information. Check the CHANGE EXISTING box at the top. Deposits will continue into your present account until DePaul University's Accounts Payable department has been notified that banking information has changed. Do not close the old account until the first transaction has been deposited into your new account.
- ✓ For questions or concerns call 312-362-5336 or email accountspayable@depaul.edu.