



ACCOUNTS PAYABLE

ACH CREDIT TRANSFER SETUP FORM

This form will be used to communicate account information to Rowan University. See page 2 for directions on completing the information requested in Sections 1 through 3. E-mail completed form to Rowan University's, Accounts Payable Department, at directdeposit@rowan.edu.

Section 1 - Vendor Information

Date: _____ Type of Transaction: New Authorization Change Delete

Vendor Name: _____ DBA: _____

Address: _____ Unit/Suite #: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Remittance Email: _____

Taxpayer ID Number (SSN or EIN):

Section 2 - Bank Information

Bank Name: _____ Telephone : _____

Address: _____

City: _____ State: _____ Zip Code: _____

ABA Routing Number (9 Digits): Type of Account: Checking

Bank Account Number: Savings

Note: Some boxes can be left blank depending on the length of the bank account number.

Section 3 – Acknowledgement & Consent

I certify that I am an authorized representative of the above stated vendor and certify that:

- All bank account changes will be reported to Rowan University's Accounts Payable Department thirty (30) days prior to actual change.
- Rowan University's Accounts Payable Department must be informed of all address changes to remain qualified for ACH payments.
- I authorize Rowan University to initiate credit entries to our account in the financial institution identified above and also debit entries, if necessary, for all credit entries that are determined to be in error.
- This authority is to remain in effect until revoked by us in writing to Rowan University's Accounts Payable Department.

NOTICE: Government regulations have changed regarding the use of direct deposit. As a result, Rowan University does not offer the direct deposit of funds to either a foreign bank or a U.S. Financial institution where the amount will be forwarded to a bank account in another country.

Name (Printed): _____ E-mail: _____

Signature: _____ Telephone: _____

Title: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – FOR ROWAN UNIVERSITY USE ONLY

Section 4 - AP Vendor Confirmation

AP Staff Name: _____ Approver: _____

Date/Time: _____ Telephone: _____ Contact: _____ Vendor Banner ID: _____

Direct Deposit Setup
Received Date: _____ Setup Date: _____ AP Staff Name: _____

Instructions for Completing the ACH Credit Transfer Setup Form

Section 1 - Vendor Information

1. Today's date.
2. Select the type of Banking (ACH) transaction:
 - a. New Authorization
 - b. Change Existing Authorization
 - c. Delete (Terminate Direct Deposit)
3. Enter the vendor's complete name and address.
4. Enter the vendor's telephone number.
5. Enter remittance email for the payment advice.
6. Enter the Taxpayer Identification Number (TIN) of your company. For individuals, this is generally your social security number (SSN). For other entities, it is your employer identification number (EIN).

Section 2 – Banking Information

1. Enter the bank's name and address.
2. Enter the bank's telephone number.
3. Enter the bank's American Bankers Association (ABA) routing number.
4. Select the appropriate account type to disburse the direct deposit:
 - a. Checking
 - b. Savings
5. Enter the bank account number. If the account number is less than the 17 boxes provided, begin at the left margin and leave unused boxes blank. See sample below:

The image shows a sample check with several fields highlighted in red boxes. The highlighted fields are: the ABA routing number (123456789), the bank account number (123456789123), and the check number (1114). Red lines connect these boxes to labels below the check: 'ABA or Bank Routing #', 'Bank Account #', and 'Check #'. The check itself contains the following text: 'Your Name 08-09 123 Main Street Anywhere, WA 90002', 'Pay to the order of \$', 'YOUR BANK', 'For', and '99-9/999 XX 999'.

Section 3 – Acknowledgement & Consent

1. Read acknowledgement and consent.
2. Enter name and signature of the financial officer authorized to conduct banking transactions.
3. Enter your title, email, telephone and date as appropriate.

Note: Send form electronically via email to directdeposit@rowan.edu.

If you have any questions, contact Rowan University's Accounts Payable Department at (856) 256-4115 or email directdeposit@rowan.edu.