



Dear Sir/Madame,

Alcorn State University is pleased to offer Direct Deposit payments to our Vendors. Direct deposit will allow for a more cost effective, faster payment system that will benefit all Vendors that participate.

In the very near future, for ease of administration and increased security, Alcorn State University will only process payments by Direct Deposit.

Please find enclosed a Direct Deposit Agreement form to be completed by your firm. This information will be kept in strictest confidence and will be used for the sole purpose of establishing your Direct Deposit account data file. Once the setup has been completed your first payment will be a check and all future payments will be issued via Direct Deposit.

Confirmation/Remittance Advices of all direct deposits will be provided by e-mail, as directed by you.

Please ensure that the attached Agreement is forwarded to the appropriate individual in your company to ensure that all applicable information is provided. The completed Agreement should be returned by mail to:

ALCORN STATE UNIVERSITY
Attn: Accounts Payable
1000 ASU DR #509
ALCORN STATE, MS 39096

If there are any questions with respect to this program or any other payment related matters contact us using information above.

Thanking you in advance!

**ALCORN STATE UNIVERSITY
ACCOUNTS PAYABLE DIRECT DEPOSIT AUTHORIZATION**

<input type="checkbox"/>	New to the Direct Deposit Program
<input type="checkbox"/>	Change of Account
<input type="checkbox"/>	Cancel Agreement

Vendor Information			
Name:			
Address:			
City:		State:	Zip Code:

Accounts Receivable	
Contact Name:	
Telephone #:	
Fax #:	
E-mail Address:	

Financial Institution Information			
Name:			
Address:			
City:		State:	Zip Code:
Telephone #:			
Routing #			
	<i>(Include leading zeros only if they appear on your printed documentation)</i>		
Account #			
	<i>(Include leading zeros only if they appear on your printed documentation)</i>		

PLEASE ATTACH A VOIDED CHECK OR A PRE-PRINTED DOCUMENT FROM YOUR FINANCIAL INSTITUTION VERIFYING THE INSTITUTION'S ROUTING AND ACCOUNT NUMBERS FOR ACCURACY. STARTER CHECKS ARE PERMISSABLE.

A prenote may be required for new vendors and vendors making changes to their direct deposit. A prenote sends your account type and numbers to the bank without any money to assure accuracy regarding account information entered in the system. If a prenote is applied, you will receive an actual check and the next check will be direct deposit.

I authorize the Accounts Payable Office to initiate electronic credit entries (direct deposits) to the above listed designated account. I further authorize, if necessary, debit entries and/or adjustments for any credit entries made in error to the account specified above. I understand that the direct deposit can be discontinued at any time due to infringement of University policy, procedure, or practice.

Authorizing Signature:	Date: