

# AUBURN UNIVERSITY

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT OF VENDOR CHECKS

Vendor Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Phone \_\_\_\_\_

Current Payment Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Checking Account Number \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

I hereby authorize Auburn University to initiate credit entries and to initiate, if necessary, debit entries to adjust for any credit entries made in error to the checking account indicated above. I also authorize the depositories named above to credit and/or debit the same to such account. I understand that it is my responsibility to verify deposits before writing checks against these funds and that Auburn University is not responsible for bank errors or bank fees.

This authority is to remain in full effect until Auburn University has received written notification from me of its termination in such time and manner as to afford a reasonable opportunity to act on it, or until I have been notified of Auburn University's or the financial institution's termination of this agreement.

I understand that a new authorization agreement must be completed when changing or closing the account or changing financial institutions. If any action taken by me results in non-acceptance of the electronic funds transfer by my financial institution, I understand Auburn University assumes no responsibility for processing replacement payment until the funds are returned to the University by my financial institution.

By this authorization agreement, you are agreeing to be bound by and abide by the Terms & Conditions of Use in effect at the time of application and as modified in the future. Any modifications to the Terms & Conditions of Use are effective immediately upon posting the modification unless otherwise stated. Your continued use of the Site following the posting of any modification signifies your acceptance of such modification. You should periodically visit the Site to review the current Terms and Conditions of Use.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**NOTE: A voided check which bears the bank routing number and account number should be attached with the submission of this authorization agreement . If company policy prevents sending a voided check, this form must be notarized.**

Please return this form along with a voided check (see **NOTE** above) to:  
**Procurement & Payment Services - 311 Ingram Hall - Auburn University, AL 36849**  
For more information, call 334-844-7771

(Rev 09/05-B)