

Electronic Funds Transfer Authorization Agreement  
Instructions  
Effective 5/1/23

Section 1

- A. Enter the complete payee's name, address, phone, and email contact for remittance notification.
- B. Enter the Federal Tax Identification number of the payee.
- C. If payee was previously paid via ACH and there is a change in banking information, enter the prior banking information in the top (section 1) of the form.

Section 2

- A. Provide the name and phone number of the financial institution authorized to conduct the transaction.
- B. Enter the ABA/Routing number of the selected financial institution. This is a nine-digit number that is shown on your check. It may also be obtained by contacting your financial institution.
- C. Enter the account number to which the electronic funds transactions are to be credited.
- D. Indicate whether the account is a checking or savings account.
- E. An authorized signer or designate of the account must sign and print their name, their department or title, and the date signed.

An authorized signer on the bank account must sign this authorization form. Please forward the signed authorization form to:

Purdue University  
Attn Accounts Payable  
2550 Northwestern Ave. Ste. 1100  
West Lafayette, IN 47906-1332

OR

If you do not have a File locker account to send the information securely, we can send you an Upload Request for you to utilize upon request.

DO NOT SEND BANK ACCOUNT INFORMATION VIA EMAIL. EMAIL IS NOT SECURE.

If you have any questions, please contact [ap@purdue.edu](mailto:ap@purdue.edu).

Section 1

_____				_____			
Print Payee Name (as it appears on the bank account)				Phone Number			
_____				_____		_____	_____
Address				City		State	Zip
_____				_____			
Contact Name				Email Address – required for payment notification.			
Federal Tax ID#							
						<input type="checkbox"/> EIN	<input type="checkbox"/> SSN
<b>Change in banking information:</b> <i>(If previously being paid via ACH, and there is a change in banking, provide the banking information currently on file at Purdue Accounts Payable.)</i>							
_____				_____		_____	
Prior Financial Institution				Prior Routing Number		Prior Account Number	

Section 2

<b>New banking information:</b>							
_____				_____			
New (Bank) Financial Institution				New Bank Phone Number			
New Bank ABA/Routing Number							
						<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
New Bank Account Number							

You (Payee) must notify Purdue University immediately if you have instructed your bank to transfer Purdue's electronic payments to an account outside of the United States. We will then need to collect additional information from you so that our bank can satisfy its regulatory obligations. Purdue cannot be responsible for any resulting delays.

I certify that the information provided is correct and that I am an authorized signer or designate of the account provided for direct deposit transactions and am entitled to provide this authorization. I hereby authorize Purdue University to initiate credit entries, and debit entries in the event of overpayment, to the account and financial institution listed above. This authorization will remain in effect until revoked by the Payee in writing to the Purdue University Vendor Data Team.

\_\_\_\_\_  
Signature of Authorized Signer on Bank Acct.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date (Month-Day-Year)