DIRECT DEPOSIT FORM

DEAR VENDORS:

IF YOU CURRENTLY ARE RECEIVING A PAPER CHECK, BUT WOULD LIKE TO RECEIVE YOUR PAYMENTS ELECTRONICALLY VIA DIRECT DEPOSIT ALONG WITH THE EMAIL NOTIFICATION, PLEASE PROVIDE ALL THE FOLLOWING INFORMATION IN THE SPACES PROVIDED BELOW.

Payee Name: _____

Supplier ID (Miami Use Only): _____

Bank Name: _____

9-Digit Routing Number: _____

Account Number: _____ Checking ☐ Savings ☐

Change to current direct deposit information: Yes ☐ No ☐

Last four digits of the former bank account number: _____

Taxpayer ID: _____

Email Address for Payment Details: _____ Phone Number: _____

Authorized Signature: _____ Printed Name: _____

For questions, contact our office at (513)529-9200 or via email at AccountsPayable@miamioh.edu.

Mail Form To:

Accounts Payable

501 E. High St.

107 Roudebush Hall

Oxford OH, 45056

Fax Form To:

Accounts Payable

(513)529-6124

E-mail Form To:

Accountspayable@MiamiOH.edu

MIAMI UNIVERSITY