



Procurement Services  
 Lucas Administrative Center 617  
 Nunn Drive  
 Highland Heights, KY 41099  
 (859) 572-5265 FAX (859) 572- 6995

## AUTHORIZATION FOR ACH PAYMENT

**New Authorization**

**Update Existing Authorization**

**Cancel Authorization**

Vendor Name		Federal Tax ID#(s)	
Account Name (if different)		Vendor E-Mail Contact Address	
Contact Name		Phone Number	
Address			
City	State	Zip	
Financial Institution Name		Contact Phone Number at Financial Institution	
City	State	Zip	
Account Number		Routing Number	

Type of Account:             Checking             Savings

If any action taken by the vendor without adequate written notification to NKU Procurement Services results in non-acceptance of the transfer by the vendor's financial institution, the University assumes no responsibility for processing supplemental payments until the funds are returned to the University by the vendor's financial institution. The University reserves the right to charge a \$15.00 fee for any rejected transactions.

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 (we) hereby authorize Northern Kentucky University to initiate credit entries to the account and financial institution listed above. I (we) further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in full force and effect until Northern Kentucky University has received written notification from me (us) of its termination in such time and manner as to afford Northern Kentucky University and the depository financial institution a reasonable opportunity to act on it. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Signature		Date
Printed Name	Title	

# ATTACHED VOIDED CHECK