



Northwestern State University of Louisiana
Purchasing Department
Authorization for Electronic Direct Deposit

Select One: ☐ New ☐ Change	Account Type: ☐ Checking ☐ Savings
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*If the University already has your information and there have been no account changes, this form is not required.

Name (printed):	NSU Vendor ID Number:	
Contact Name:	Federal Tax ID Number:	
Street Address:		
City:	State:	Zip Code:
Phone Number:	E-mail Address (For notification of Direct Deposit):	

Financial Institution Information

Financial Institution Name:		
Street Address:		
City:	State:	Zip Code:
Exact Depositor Account Name:		
Nine-digit Routing Transit Number:		
Account Number:		
I certify that the information provided on this form is correct and authorize Northwestern State University of Louisiana to deposit payments to the account indicated above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of US law. I certify that I am authorized to enter into this agreement on behalf of the account holder. This authorization is to remain in full force and effect until Northwestern State University of Louisiana has received written notification from the vendor of its termination in such time and in such manner as to afford the university and financial institution indicated above a reasonable opportunity to act on it.		
Authorized Signature:		

*If we are making deposits on your behalf into a U.S.A. banking institution and then the entire payment is transferred to an international bank, please contact the NSU Bursar's Office at (318) 357-5447. Further information can be obtained at www.nacha.org.

*******ATTACH VOIDED CHECK HERE*******

Please Complete and Return to the following:

Northwestern State University of Louisiana
Purchasing Department
St. Denis Hall
200 Sam Sibley Drive
Natchitoches, LA 71497

To be completed by NSU Purchasing:

Vendor ID Number _____

Processed by _____

To be completed by NSU Bursar:

Processed by _____