

## North Dakota University System

### ACH Direct Deposit Authorization Agreement

The North Dakota University System (NDUS), under the direction of System Information Technology Services (SITS), provides technology support for the 11 colleges and universities in the NDUS. **This form is for use by any supplier, employee, student, or non-employee for ACCOUNTS PAYABLE payments.** The colleges and universities included in the NDUS are Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, and Williston State College.

Supplier Information		
Supplier Name		
Address		
City	State	Zip
Contact Name (type or print)	EIN/SSN	
Email	Phone	
Type of Request (select one)		
<input type="checkbox"/> Delete (complete section A) <input type="checkbox"/> Change (complete section A and B) <input type="checkbox"/> New (complete section B)		

Section A: Current Bank Information	Section B: New Bank Information
Financial Institution Name	Financial Institution Name
Account type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
This account is <input type="checkbox"/> Personal <input type="checkbox"/> Business	This account is <input type="checkbox"/> Personal <input type="checkbox"/> Business
Routing Number (9 digits)	Routing Number (9 digits)
Account Number	Account Number

This ACH form authorizes all payments to be deposited into the account listed above.

Authorized Signature	Date
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**Please include an updated copy of your W9 with this form: <https://www.irs.gov/forms-pubs/about-form-w-9>**

<b>At least ten banking days</b> are needed between the receipt of this form and the effective payment date for this authorization. A new authorization must be completed if you change your account, close your account, or change financial institutions. Should you wish to discontinue this service, you will need to also submit this form.	Return completed forms to:
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*Please note that incomplete forms will **not** be accepted.*