Cornell University

Accounts Payable

ACH Authorization Form

Direct deposit for employees, students, alumni, or former employees

Complete this form to request **non-payroll** direct deposit of payment to the bank account you specify below. Submission instructions are at the bottom of the form.

Submission Type ◯ New or Add ◯ Update or Change ◯ Inactivate

Part I: Payee Information

Name _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Email for Remitance** _____

Cornell Affiliation ◯ Employee ◯ Former Employee/Retiree ◯ Student ◯ Alumnus/a

NetID _____ **Employee or Student ID** _____

Unit/Department Name _____

Part II: New Bank Information

Bank Name _____ **Bank Phone Number** _____

Bank Routing Number *(9-digits)* _____ **Bank Account Number** _____

Account Type ◯ Personal Checking* ◯ Personal Savings**

*If you select **personal checking**, you must **attach a voided check** for the bank account specified above. In lieu of a voided check, you may send an account and routing verification notice from the bank. The voided check must be imprinted. We cannot accept starter checks, deposit slips or bank statements.

If you selected **personal savings, an account and routing verification notice from the bank must be attached.

Part III: Authorization

I authorize Cornell University to deposit funds into the above-named bank account. I understand that it is my responsibility to verify that the funds are in my account before I make a withdrawal.

_____ **Date** _____

Authorized Signature

Attach Voided Check Here

Print and sign this form and send the completed form by mail to ...
Accounts Payable, Division of Financial Affairs, Cornell University
341 Pine Tree Road, Ithaca, NY 14850

Or by fax to (607) 255-0866 ***(Do not email this form.)***

Questions? Contact Accounts Payable at (607) 255-6240 or dfa-ach-ap@cornell.edu.

Division of Financial Affairs
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