



Electronic Funds Transfer Authorization Agreement

- REASON FOR SUBMISSION:** New Electronic Funds Transfer Authorization
 Change of Supplier Information
 Change of Account or Financial Institution Information

This form must be filled out completely and legibly - PLEASE TYPE (if possible)

SUPPLIER INFORMATION

	Physical Address	Remit to Address
SUPPLIER LEGAL NAME		
STREET ADDRESS		
CITY		
STATE		
ZIP CODE		
TAX ID#		
A/R CONTACT		
CONTACT PHONE NO.		
CONTACT FAX NO.		
CONTACT EMAIL		

BANK INFORMATION (PLEASE ATTACH A VOIDED CHECK; IF AVAILABLE)

BANK NAME & BRANCH LOCATION		
BANK ABA NUMBER** OR TRANSIT ROUTING NO.		
BANK ACCOUNT NUMBER		
TYPE OF ACCOUNT (CHECKING/SAVINGS)		

The Bank ABA Number or Transit Routing No. is a unique, **nine-digit bank code, which appears on the bottom of negotiable instruments such as checks, that is used to identify the US federal- or state-chartered financial institution responsible for payment.

A.B.A Routing Numbers Example



Read the statement below carefully. The form must be signed and returned prior to implementation of EFT settlements.

This Authorization Agreement is effective as of the signature date below. I authorize Joliet Junior College and my financial institution to deposit payments made payable by Joliet Junior College into the bank account as identified above. I understand that a notice of deposit resulting from this process will be sent to me via email from Joliet Junior College Accounts Payable Department. If Joliet Junior College erroneously deposits funds into my account, I authorize Joliet Junior College to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current payment. I further understand that changes to my banking information need to be received by the Joliet Junior College Accounts Payable Department fourteen days prior to taking effect. I understand that any rejects of deposits from my financial institution are no fault of Joliet Junior College Accounts Payable Department. Joliet Junior College will continue to send the direct deposits to the bank or financial institution indicated above until timely notification by me that I wish to change the bank or financial institution receiving the direct deposits. If the account or bank information above changes, I agree to submit to Joliet Junior College an updated Electronic Funds Transfer Authorization Agreement.

Signature _____

Date _____ Print Name _____

Send to: 1215 Houbolt Road, Joliet, IL 60431-8938 or fax to (815) 280-6630 or email to accountspayable@jjc.edu