



ACH DIRECT DEPOSIT MAINTENANCE

Return Form to: Appalachian State University or Fax: 828-262-3267
PO Box 32125
Boone, NC 28608

ENROLLMENT IN THE UNIVERSITY'S ACH/ DIRECT DEPOSIT PROGRAM ALLOWS FUNDS TO BE DEPOSITED INTO A CHECKING OR SAVINGS ACCOUNT. IN ADDITION TO RECEIVING FUNDS ELECTRONICALLY YOU WILL BE NOTIFIED OF THE DEPOSIT VIA EMAIL. THE EMAIL WILL PROVIDE YOU WITH THE INFORMATION THAT WOULD NORMALLY BE ON YOUR CHECK STUB.

LEGAL NAME AS REGISTERED WITH THE IRS (should match Form W9)		TAXPAYER IDENTIFICATION NUMBER TIN/ SSN		
NAME ON THE ACCOUNT				
BUSINESS WEB SITE URL (if applicable)				
PRIMARY CONTACT AUTHORIZING ACH DEPOSITS		TITLE		
PRIMARY CONTACT PHONE		PRIMARY CONTACT EMAIL ADDRESS		
TYPE OF REQUEST <input type="checkbox"/> NEW ENROLLMENT <input type="checkbox"/> CHANGE EXISTING ENROLLMENT				
<u>NEW ACCOUNT INFORMATION</u>				
BANK NAME	BANK ADDRESS	CITY	STATE	ZIP
BANK ROUTING NUMBER (ABA)		BANK ACCOUNT NUMBER		
TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS				
REMIT TO EMAIL ADDRESS		ADDITIONAL REMIT TO EMAIL ADDRESS		
<u>CURRENT ACCOUNT INFORMATION (COMPLETE ONLY IF MAKING A CHANGE TO AN EXISTING ACCOUNT ON FILE WITH ASU)</u>				
BANK NAME	BANK ADDRESS	CITY	STATE	ZIP
BANK ROUTING NUMBER (ABA)		BANK ACCOUNT NUMBER		
TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS				
REMIT TO EMAIL ADDRESS		ADDITIONAL REMIT TO EMAIL ADDRESS		
I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:				
<input type="checkbox"/>	I affirm that the entire amount of any direct deposit payments made by Appalachian State University to the financial institution and account that I have designated; are not subject to being transferred to a foreign bank account.			
<input type="checkbox"/>	I affirm that the entire amount of any direct deposit payments made by Appalachian State University to the financial institution and account that I have designated; are subject to being transferred to a foreign bank account. I also understand that the University will elect to remit future payments to me via paper check instead of electronically.			
I authorize Appalachian State University to initiate direct deposit entries, and if necessary, adjustments for any direct deposit entries in error, to the financial institution and account identified on this document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.				
SIGNATURE		DATE		

PLEASE ATTACH A CANCELLED CHECK OR AUTHORIZED BANK CERTIFICATION LETTER ON BANK LETTER HEAD