



EASTERN MICHIGAN UNIVERSITY

Authorization for Direct Deposit

Type:

Name of Authorizing Party:

Email address:

EID:

Telephone number:

Please upload a blank check with VOID written across or notification from your bank with your account and routing numbers.

With my electronic signature, I hereby authorize Eastern Michigan University to make electronic deposits into the account identified below in my behalf. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments will be made electronically by a Depository Financial Institution (Financial Institution responsible for the electronic transmission of the deposit data to Employees or Vendors financial institution choice) and under the rules of the Michigan Automated Clearing House Association. Deposits can be made to a Financial Institution with a federal routing number. **This authorization is to remain in full force until notification from me of its termination in such time as to afford them a reasonable opportunity to act on it.**

ACCOUNTS PAYABLE (Reimbursement): It is understood that Eastern Michigan University will not be held responsible for any insufficient funds or returned checks. Employees/Vendors must notify Accounts Payable in writing when closing the relevant bank/credit union account.

| Name of Bank/ Financial Institution | Routing Number | Account Number | Account Type | Amount in \$ | Amount in (%) | Name as it appears on account |
|--|--|--|---------------------------------------|----------------------------------|-----------------------------------|--|
| <input type="text" value="Wildfire Credit Union"/> | <input type="text" value="272484713"/> | <input type="text" value="1100040057741"/> | <input type="text" value="Checking"/> | <input type="text" value="N/A"/> | <input type="text" value="100%"/> | <input type="text" value="Brier S Gallihugh"/> |

MANDATORY-U.S. law requires that the following information be obtained for all direct deposit (ACH) transactions

Will the payment that is made via direct deposit pursuant to this Authorization be forwarded across the U.S. border to a foreign financial institution through the ACH network on the same day that it is deposited into the account?

Remember to save the Direct Deposit emails for your records.

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| EMU Payroll Office 104 Hover Building Ypsilanti MI 48197 Employee Payroll email: payroll.questions@emich.edu Phone: 734.487.2393 | EMU Accounts Payable Office 112 Hover Building Ypsilanti MI 48197 Reimbursements email: accounts_payable@emich.edu Phone: 734.487.0022 |
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Employee Signature

Payroll Signature

AP Signature