



Complete this form to request non-payroll direct deposit payment to the domestic bank account specified below.
This form may be used by suppliers, employees, or students to add, change or cancel direct deposit information.

Action Requested: <i>(check one)</i>	NEW	CHANGE	CANCEL
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Section 1: Supplier Identification

Name	Baylor ID # <i>(If applicable)</i>		
Address			
City	State	Zip	
Contact Person <i>(If other than payee)</i>	Phone		
Fed Tax ID or SSN <i>(last 4 digists)</i>			

Section 2: Financial Institution Information

Bank Name			
Bank Address			
Routing Number <i>(9 Digits)</i>	New Account Number		
Account Type <i>(check one)</i>	Checking	Savings	Previous Account Number

Section 3: Supplier Authorization

I hereby authorize Baylor University to deposit any amounts paid to me through the Accounts Payable System to the financial institution indicated above. This will be accomplished by the way of transfer through the Federal Reserve System. Only on special occasions will this be done by U.S. Mail or courier. It is my responsibility to contact the Accounts Payable Office should any changes be made to my account, or should I change banks.

I acknowledge electronic notification will be sent to email address listed for supplier payments.

New Email	
Previous Email	
Signature	Printed Name
Title	Date

<p>Return completed form: Baylor University Accounts Payable Office One Bear Place #97044 Waco, TX 76798-7044 Fax: (254) 710-8920</p>	<p>Questions: Contact Accounts Payable at (254) 710-2415 or Accounts_Payable@baylor.edu</p>
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