



Non-Procurement Vendor Direct Deposit Authorization

ROUTING
Fax Only
575-646-3736

Please attach your reprinted deposit slip or voided check. Document must be received before processing. You will be notified via e-mail when a deposit is made to your checking or savings account. Submit completed forms to Procurement Services by Fax to 575-646-3736.

SECTION 1: REQUESTOR INFORMATION

TIN/SSN: _____
Name: _____ Contact Name: _____ E-mail: (required) _____
Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____

SECTION 2: REQUEST DETAILS

Please select transaction type:
 New Setup Cancellation Change Financial Institution Change Account Information

FINANCIAL INSTITUTION INFORMATION (US Financial Insitutions Only)

Please select: Checking Savings

Bank Name:
Address/City/State/Zip:
Nine-digit routing number:
Account Title:
Account Number:

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SECTION 3: REQUESTOR APPROVAL

I hereby authorize New Mexico State University to deposit my net payment directly to the account indicated above and to initiate, if necessary, any debit or adjustments for any direct deposit errors made. I understand that it is my responsibility to check my account to ensure that money was correctly deposited. The university will not be held liable for bank charges resulting from problems associated with direct deposit. This authority will remain in effect until a new form is submitted. I understand I will receive a check until the above information is verified and processed, which could take up to 30 days.

Authorized Signature: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Date Entered/Processed by: _____

Reset