



AUTHORIZATION OF DIRECT DEPOSIT OF VENDOR PAYMENTS (ACH)

Please complete the following form if you are interested in receiving ACH – Direct Deposit payments and email to accountspayable@waubonsee.edu or FAX to 630-466-7228. You will receive a direct deposit advice, similar to an electronic check stub, by email for your records. Waubonsee Community College will only issue to one bank account; however you may change the account on file by completing a new form. Contact accountspayable@waubonsee.edu, or call 630-466-5737 or 630-466-6636 if you have any questions.

Please Check One

<input type="checkbox"/> NEW Direct Deposit	<input type="checkbox"/> CHANGE Direct Deposit	<input type="checkbox"/> CANCEL Direct Deposit
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Vendor/Payee Information

Legal Business Name				
Remit to Address				
Remit to City			State	Zip Code
Contact Name				
Phone			Fax	
Email to send receipt				

Bank Information

Bank Name				
Bank Address				
Bank's City			State	Zip Code
Name on Bank Account				
Checking Account Number				
ABA Routing Number				

Approvals/Authorizations

I certify that the information provided on this form is correct, and I hereby authorize Waubonsee Community College (WCC) Office of Accounts Payable to initiate credit entries to my account at the participating financial institution named above. It is my responsibility to notify WCC A/P office immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify WCC A/P in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until WCC A/P has received written notification requesting a change or cancellation and has had reasonable opportunity to act, which should take no longer than seven to ten business days.

Signature Date

Printed Name Title

For WCC Use Only	Date Stamp Received	WCC Vendor ID
Reviewed and Approved:		
Date:		

Sugar Grove
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545-2276
(630) 552-7900