



Rensselaer Polytechnic Institute offers direct deposit via the Automated Clearing House Network (ACH).

Please complete the information below and return to invoices@rpi.edu.

I hereby authorize Rensselaer Polytechnic Institute to deposit, by electronic transfer, payments owed to me or the company named below, to the bank account named below. Rensselaer Polytechnic Institute is authorized to reverse or debit any entries made in error to the account through the Institutes direct deposit program. I further warrant that I or the company is a holder on the account listed below.

Company Name: _____

Federal ID #: _____

Financial Institution Name: _____

Routing Number: _____

Account Number: _____ Type: Checking Savings

E-mail Notification Address: _____

Signature of Person completing the form: _____

Printed Name and Title: _____

It is understood that I may terminate this agreement by written notification to the Rensselaer Polytechnic Institute Accounts Payable Office. I agree to notify the Accounts Payable Office immediately if the above named account is closed or the e-mail notification address changes. I understand that if I fail to provide complete and accurate information on this form or fail to give sufficient notification of account closure, the processing of my payments may be delayed or erroneously transferred.

There are processing requirements for electronic transfer payments that are being sent to a financial institution outside of the United States. If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please advise Accounts Payable at (518) 276-6923.