



### Direct Deposit Setup (EFT/ACH)

To facilitate this method of payment, please provide the information requested below and return to GVSU via:

Fax: 616-331-3287  
Attention: Bank Desk

Mail: GVSU Bank Desk  
1 Campus Drive, 2015 JHZ  
Allendale, MI 49401

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
ACH Routing Number: \_\_\_\_\_  
Savings ☐ Checking ☐

Contact Information for person(s) to receive remittance advice (2 Names Required):

Name	Phone #	E-Mail Address

***If this is a change in banking information, for security purposes please provide one of the following:***

- Dollar Amount of Last Direct Deposit from GVSU \_\_\_\_\_
- Recent Invoice Number and Dollar Amount \_\_\_\_\_

I hereby authorize and request Grand Valley State University to initiate credit entries and if necessary, debit entries (reversing a credit entry made in error) to my account at the financial institution named above in accordance with National Automated Clearing House Association (NACHA) rules. The electronic payment is to remain into effect until withdrawn by written notification to the University.

Please check the appropriate box to indicate whether or not payments you receive are deposited into a U.S. Financial Institution then transferred to an account outside the United States.(GVSU is currently unable to transfer funds outside of the U.S.) ☐ Yes, deposited funds are transferred to an account outside of the U.S.  
☐ No, deposited funds remain in the U.S.

Signature below signifies the acceptance of the above terms and conditions.

Signature \_\_\_\_\_ Job Title \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

**Note:** If your banking information changes, you will need to complete a new form and submit it using one of the methods above.

2015 JHZ, 1 Campus Dr. Allendale, MI 49401 (616) 331-2280 Fax: (616) 331-3287