



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

OFFICE OF BUSINESS SERVICES
270 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334

PHONE (404) 962-3228
FAX (404) 962-3219
BUSINESSSERVICES@USG.EDU

Dear Board of Regents Vendor:

We are pleased to announce that we can now process invoice payments by direct deposit instead of check. This option allows you to receive your payments sooner, minimizes the risk of loss, and saves you trips to the bank.

We hope that you will complete the form below, authorizing us to begin making invoice payments directly to your bank account. Please complete and return this form **via email to businessservices@usg.edu and cc: cevans@georgialibraries.org**

Once we receive the completed form and successfully test the banking information, future payments will be transmitted directly to your bank account. The contact name(s) indicated below will receive notification of payments by email.

If you have any questions, please contact me at the phone number or e-mail address above. Thank you for being part of our newest endeavor of direct deposit!

ELECTRONIC TRANSFER OF FUNDS AUTHORIZATION

COMPANY OR INSTITUTION NAME _____

FEDERAL EMPLOYER ID # _____

NAME OF YOUR FINANCIAL INSTITUTION _____

CITY _____

STATE _____

ROUTING NUMBER _____

ACCOUNT NUMBER _____

PRIMARY CONTACT NAME _____ E-MAIL _____

SECONDARY CONTACT NAME _____ E-MAIL _____
(Optional)

I authorize the Board of Regents and the Financial Institution listed to deposit my (or my company/corporation's) net payment automatically to my (or my company/corporation's) account each time a payment is due me (or my company/corporation's). This authority will remain in effect until I (or my company/corporation's) cancel in writing.

AUTHORIZING SIGNATURE * _____

DATE _____