



**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
AP@USG.EDU

Dear Board of Regents Vendor:

The State Accounting Office of the State of Georgia recently updated its policy on payments to vendors. The updated policy requires that all State organizations pay their vendors by ACH (direct deposit) instead of by check. Payment by ACH is the most economical means of payment, not only for us as payor, but also for you as the payee. This option allows you to receive your payments sooner, minimizes the risk of loss, and saves trips to the bank.

Please complete the form below, authorizing us to begin making invoice payments directly to your bank account. Please complete and return this form **by fax to (404) 962-3219**, or **email to ap@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 us at the phone number or e-mail address above. Thank you in advance for your attention to this requirement.

ELECTRONIC TRANSFER OF FUNDS AUTHORIZATION

COMPANY OR INSTITUTION NAME _____

FEDERAL EMPLOYER ID # _____

NAME OF YOUR FINANCIAL INSTITUTION _____

CITY _____

STATE _____

ROUTING NUMBER _____

TYPE (C=CHECKING; S=SAVINGS) _____

ACCOUNT NUMBER _____

PRIMARY CONTACT NAME _____

E-MAIL _____

SECONDARY CONTACT NAME _____
(Optional)

E-MAIL _____

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 _____