

**Tennessee Tech University**  
**Direct Deposit Authorization Form**  
(Accounts Payable Use Only)

I hereby authorize Tennessee Technological University to initiate credit entries and if necessary, debit entries, for any credit entries in error to my account indicated below.

This authorization will be used for all reimbursements, travel, and payment of invoices by the Accounts Payable Office.

New Authorization       Change Authorization       Cancel Authorization

**ACCOUNT (only 1 allowed)**

1. Bank name < \_\_\_\_\_

Bank Transit/ABA No. < \_\_\_\_\_

Account Number < \_\_\_\_\_

Account Type    Savings    Checking

Is the account above currently used for Direct Deposit of TTU Payroll Funds:

\_\_\_ Yes \_\_\_ No

This authorization revokes all prior payment direction notifications (for Accounts Payable only)

\_\_\_\_\_  
Signature

Print Name < \_\_\_\_\_

Banner ID# < T \_\_\_\_\_

Department < \_\_\_\_\_

Date < \_\_\_\_\_ Phone # < \_\_\_\_\_

Email (Check Remittance will be sent to this) < \_\_\_\_\_

**REQUIRED: A VOIDED CHECK MUST BE ATTACHED FOR THE CHECKING ACCOUNT LISTED ABOVE OR The Routing Number and Account Number from the Financial Institution on the Financial Institution's Letterhead for any Savings Account.**

Complete the requested information including signature and date, attach a voided check, and return to:  
Tennessee Tech University, Accounts Payable Office, P.O. Box 5037, Cookeville, TN 38505