



Complete this form to request non-payroll direct deposit of payment to the bank account you specify below. Submission instructions are at the bottom of the form.

Submission Type New or Add Update or Change Inactivate

Part I: Payee Information

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Phone _____ Email for Remittance _____
Cornell Affiliation Employee Former Employee/Retiree Student Alumnus/a
NetID _____ Employee or Student ID _____
Unit/Department Name _____

Part II: New Bank Information

Bank Name _____ Bank Phone Number _____
Bank Routing Number (9-digits) _____ Bank Account Number _____
Account Type Personal Checking* Personal Savings**
*If you select personal checking, you must attach a voided check for the bank account specified above. In lieu of a voided check, you may send an account and routing verification notice from the bank. The voided check must be imprinted. We cannot accept starter checks, deposit slips or bank statements.
**If you selected personal savings, an account and routing verification notice from the bank must be attached.

Part III: Authorization

I authorize Cornell University to deposit funds into the above-named bank account. I understand that it is my responsibility to verify that the funds are in my account before I make a withdrawal.
Authorized Signature _____ Date _____

Send this completed, signed form to Accounts Payable in one of the following ways:

By Cornell Secure File Transfer: To Eric Banfield (ejb10) or Jennifer Fraboni (jf427). Be sure to include an image of your voided check. (Do not email this form.)

By mail: Cornell Procurement and Payment Services, Accounts Payable 341 Pine Tree Road, Ithaca, NY 14850

By fax: (607) 255-0866

Questions? Contact Accounts Payable at (607) 255-6240 or dfa-ach-ap@cornell.edu.

Attach Voided Check Here