



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 \_\_\_\_\_

Attach Voided Check Here

Print and sign this form and send the completed form by mail to ...

Cornell Procurement and Payment Services, Accounts Payable
395 Pine Tree Road, Suite 330, Ithaca, NY 14850

Or by fax to (607) 255-0866 (Do not email this form.)

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