



# Authorization Agreement

## For Direct Deposit of Electronic Fund Transfer (EFT) Payments

Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

### Instructions

TYPE or PRINT the information requested.

- All information provided must be legible and completed in full.
- Any account changes must be reported to The Ohio State University, Office of Sponsored Programs (OSP) Accounts Payable, at least thirty (30) days prior to actual change.
- It is the responsibility of the payee to keep the university informed of any changes in name, address, banking information, contact or other. Failure to do so may prevent you from being paid properly or receiving remittance information.

### 1. Contact Information

Type of transaction	<input type="checkbox"/> New	<input type="checkbox"/> Change/Revision	<input type="checkbox"/> Cancel/Remove
Payee Name		Address	
City	State	Country	ZIP Code
Contact Person	Contact Phone	Contact Email	
Payment Remittance email:		Federal Tax ID or SSN:	

### 2. Financial Information

Financial Institution Name:	Phone:
Account number at above Institution:	Transit Routing/ABA Number:
Contact Person:	Contact Phone:

### 3. New Financial Information (Changes Only)

Financial Institution Name:	Phone:
Account number at above Institution:	Transit Routing/ABA Number:
Contact Person:	Contact Phone:

### 4. Authorization

Read instructions in full (pg 2/2) and double-check each section above. Check off all boxes as confirmation and then sign and date the form.

 Instructions   
 Section 1   
 Section 2   
 Section 3   
 Section 4

Submit the completed form with a voided check via fax or email to:

Fax: 614-688-3006

E-mail: [OSP Direct Deposit](#)

Signature:

Date:

\*\* Accounts Payable Use Only \*\*

Vendor ID:	Entered By:	Date:
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## 5. Instructions

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- This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the vendor in writing or terminated by the Office of Sponsored Programs (OSP) or The Ohio State University (the university).
- All information provided must be legible and completed in full.
- Any account changes must be reported to OSP or the university at least thirty (30) days prior to actual change.
- It is the responsibility of the payee to keep OSP or the university informed of any changes in name, address, banking information, contact or other. Failure to do so may prevent you from being paid properly or receiving remittance information.
- If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement and voided check.
- By signing this agreement, you, as representative of the vendor, authorize OSP or the university to initiate credit entries to your account in the financial institution identified above and also debit entries, if necessary, for any credit entries that are determined to be in error.
- Once EFT has been set up, all payments will be made via EFT.
- EFT payments may take several days for processing through the banking system before they appear in your bank account.
- When an EFT payment is processed, a system-generated remittance email is sent containing the payment information and an Excel attachment.
- The system-generated emails can go only to the address specified on the EFT form. Multiple emails cannot be sent.
- HTML format is required to read and open the system-generated EFT remittance emails and attachments.
- It is the vendor's responsibility to "white list" [APNotify@ctrl.ohio-state.edu](mailto:APNotify@ctrl.ohio-state.edu) and [OSP Direct Deposit](#) to ensure emails are received properly.
- If the remittance emails are not being received by you, please contact OSP or the university to see if the email was returned as "undeliverable" at [OSP Direct Deposit](#).
- If the emails are not being returned to OSP or the university as "undeliverable," then they were successfully sent and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue.
- Neither OSP Accounts Payable nor the university will recreate remittance notifications not received due to your inability to properly receive or handle emails.
- Failure to properly handle EFT remittances and apply EFT payments may result in termination of payments via EFT.

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Submit the completed form with a voided check via fax or email to: [OSP Direct Deposit](#)

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### QUESTIONS?

Contact us via phone, fax or email.

OSP Accounts Payable Fax: 614-688-3006

OSP Accounts Payable Phone: 614-292-8187

Email: [OSP Direct Deposit](#)  
([OR-OSURF\\_Direct\\_Deposit@osu.edu](mailto:OR-OSURF_Direct_Deposit@osu.edu))