



**ELECTRONIC PAYMENT AUTHORIZATION  
FOR INDIVIDUALS**

I authorize the University of North Carolina at Chapel Hill, to deposit any payments to the bank account as named below.

***Please Print or Type***

1. Bank or Credit Union Name		2a. City	2b. State
3. Payee Name		4. Account Type (check one): Checking                      Savings	
5. SSN or TIN	6. Bank or Credit Union Transit No.	7. Bank or Credit Union Account No.	

8. This is a (check one)                       New Authorization                       Change in Bank or Account

9. This authorization will remain in effect until I give written notification to UNC-Chapel Hill Disbursement Services to cancel it. A minimum of seven (7) days must be allowed for processing a cancellation or change.

Date:

Email:

Phone Number:

Signature: \_\_\_\_\_

10. Attach a copy of your pre-printed bank or credit union voided check (for verifying account numbers) or a deposit slip (for savings accounts) provided by your bank or credit union in the box below.

<p><b>Instructions to Complete Form</b></p> <ol style="list-style-type: none"> <li>1. Enter the name of the bank or credit union where you have your account.</li> <li>2. Enter the City and State where you have your bank or credit union account.</li> <li>3. Enter your name as it appears on your social security card or Business Name.</li> <li>4. Indicate the type of bank or credit union account that will receive the direct deposit.</li> <li>5. Individuals, enter your social security number as it appears on your social security card. Vendors, enter TIN.</li> <li>6. Enter the 9 digit bank transit number that appears in the lower left-hand part of your deposit slip or check.</li> <li>7. Enter your bank or credit union account number which is located after the bank transit number.</li> <li>8. Indicate if this is a new authorization for change in authorization.</li> <li>9. Read the statement, sign, and date the form.</li> <li>10. Attach a copy of your pre-printed bank or credit union voided check (for checking accounts) or a deposit slip (for savings accounts) provided by your bank or credit union.</li> </ol>
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**Include this form with other supporting documentation when creating/editing an entry via Web Vendor Create.**