Accounts Payable – ACH - DIRECT DEPOSIT

Stetson University Accounts Payable department is now offering Stetson employees the opportunity to have your reimbursements processed as an **ACH-DIRECT DEPOSIT (AP-ACH-DD)** to your bank account. If you prefer to continue to receive a check, please disregard and no further action is required on your part.

If you currently receive your payroll as a direct deposit and would like to receive an AP-ACH-DD for all expense reimbursements; Please notify Accounts Payable with the following information:

- Request the change to receive reimbursements as a direct deposit.
- Provide your Stetson 800 number.
- Provide the last FOUR DIGITS of your bank checking account for verification.

If you currently receive your payroll in a PAPER CHECK but would like to have all your future accounts payable reimbursement’s direct deposited to your personal bank account, please complete the *attached form* and forward to the **Finance office, ATTN: Accounts Payable, campus unit 8318, extension 7021 or visit Elizabeth Hall, Room 110:**

- Initially you will receive an email to your @stetson.edu address to confirm enrollment.
- Once you are enrolled to receive your reimbursement via AP-ACH-DD, you will receive an email with a PDF attachment instead of a paper check.
- This PDF direct deposit confirmation resembles the look of a Stetson Accounts Payable check and will be deposited to your bank account within two business days.
- The same schedules that are in place for the check runs will apply.
  - **Wednesday 10:00 a.m.**; if the *completed request* is received in the Finance office by **Friday, 4:30pm.**
  - **Friday 10:00 a.m.**; if the *completed request* is received in the Finance office by **Tuesday, 4:30pm.**
- If you have not received an email, you may contact Accounts Payable to verify your reimbursement process at **accountpayable@stetson.edu**

**PLEASE NOTE:** The implementation of the AP-ACH-DD will not change the way that you currently receive your payroll. If you wish to make any **PAYROLL** changes, you will need to direct ALL inquiries to the Human Resource Office, campus unit 8327, located in Elizabeth Hall Room 111, Extension 8710.

**Finance Office, ATTN: Accounts Payable, campus unit 8318, extension 7021, Elizabeth Hall Room 110.**

**accountpayable@stetson.edu**
Employee information- Please PRINT

FIRST _______________________________ MI _______ LAST ________________________________

PH # _______________________________ ID # 800 ____________________________________________

Email ____________________________________________________________@stetson.edu_____

Department and unit number ______________________________________________________________

Name of YOUR Financial Institution________________________________________________________

Telephone Number of YOUR Financial Institution_______________________________________________

This service is offered with the explicit understanding that Stetson University is not responsible for any financial liability that may result for the electronic transactions by and between Bank of America and your financial institution. I hereby authorize Stetson University to initiate deposits (credits) and /or corrections to the financial institution. The financial institution is authorized to credit and/or correct the amount to my account. This authority is to remain in full effect until I either revoke or, upon termination of my employment with Stetson University.

- The accuracy of the information you provided here is solely your responsibility ________. Initial
- Information provided on this form supersedes all previous forms. ________. Initial
- Please complete this form and attach a voided * CHECK * copy and forward to:
  
  Finance Office, ATTN: Accounts Payable, campus unit 8318, extension 7021, Elizabeth Hall Room 110. accountpayable@stetson.edu
  
  *Deposit slips often have different ABA/ bank routing numbers and cannot be used for this type of bank transaction.

Signature and Date: ________________________________________________

Finance Office, ATTN: Accounts Payable, campus unit 8318, extension 7021, Elizabeth Hall Room 110.
accountpayable@stetson.edu