

EFT SETUP FORM- EMPLOYEE

Employee/Payee Information

Employee Name:	
T Number:	
Employee Complete Address:	
Employee Phone:	
Employee Email:	

Banking Information

Bank Name:	
Bank Address:	
Bank Routing/ABA Number: - for ACH transactions	
Bank Account Number:	
Name on Bank Account (if different):	

Authorization

I hereby authorize University of Detroit Mercy to initiate credit transactions, or debit entries related to any credit transactional errors or adjustments, to the account referenced above. This authority is to remain in full force and effect until University of Detroit Mercy receives written notification to terminate this process; in such time and manner that will afford University of Detroit Mercy a reasonable opportunity to act on the change.

Signature

Date

Callback Requirement

As a security feature to mitigate fraudulent activity for both parties, a callback to confirm the banking information referenced above will be conducted.

Name	Phone

University of Detroit Mercy (Internal Use Only)

Callback conducted by:	Date and Time:	Banner Update by:	Banner ID T#:	Date:

Note: This form must be accompanied by either a **voided check**, or **account confirmation** on your bank's letterhead.

If using the bank statement only the section that reflects the **Bank Name, Your Name and Account#**, not the portion that reflects transaction detail.

Submit by email to: treasury@udmercy.edu (Recommendation: send using encrypted email)