

# Supplier EFT Agreement Form

Revised 10/2012



The University of North Texas System Business Services Center would like to thank you for your services. In an effort to deliver your payment in a more effective manner we would like to offer you the option of direct deposit. *If you do not wish to participate in the program: fill in the business information, check the "I do not wish to participate..." box, then sign and date the form.*

Business Information					
Vendor Name					
BSC VID#		Phone No.			
Mailing Address					
City		State		Zip Code	
E-mail Address					
Banking Information					
		<input type="checkbox"/> <b>I do not wish to participate in the direct deposit program at this time.</b>			
Bank Name		Phone No.			
Bank Address					
City		State		Zip Code	
Checking Account Number					
Routing Transit Number <small>(Where do I find this?)</small>					

I authorize the University of North Texas System Business Services Center (UNTS BSC) to deposit by electronic transfer all monies owed to me. The UNTS BSC shall deposit the Payments in the financial Institution to the account designated by me above. I recognize that if I fail to provide complete and accurate information on the authorization form, the processing of the form may delay or made impossible, or that my payments may be erroneously transferred electronically. I also understand it is my responsibility to notify the UNTS BSC immediately if I become aware of any changes in status or banking information, or believe there is a discrepancy between the amount deposited directly to my bank account and the amount of the invoice paid. It is the responsibility of the recipient to ensure funds availability with their respective banking institution. The UNTS BSC is not liable for any fees associated with insufficient funds charges.

The following notice is provided in accordance with § 559.003 (a) of the Texas Government Code:

1. With few exception, you are entitled on your request to be informed about the information the UNTS BSC collects about you;
2. Under Section § 552.021 and 552.023 of Texas Government Code, you are entitled to receive and review the information; and
3. Under Section § 559.004 of the Texas Government Code, you are entitled to have the UNTS BSC correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the Texas Public Information Act.

The information the UNTS BSC collects will be retained and maintained as required by Texas records retention laws (Section § 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Signature:
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Date:
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