

AP AUTOMATIC DEPOSIT

THE FASTEST WAY TO GET YOUR PAYMENT

TO AVOID WAITING FOR YOUR INVOICE PAYMENT IN THE MAIL, THEN GOING TO THE BANK TO DEPOSIT YOUR CHECK, WE CAN AUTOMATICALLY DO ALL OF THIS FOR YOU!

TO TAKE ADVANTAGE OF THIS SERVICE, COMPLETE AND RETURN THE FOLLOWING INFORMATION TO **GEORGETOWN UNIVERSITY, ACCOUNTS PAYABLE DEPT., BOX # 571165 WASHINGTON, DC 20057-1165**

ATTACH YOUR CHECK HERE
(NOT A DEPOSIT SLIP!)

WRITE **'VOID'** ACROSS THE CHECK

OR

For Deposit into a Savings Account Attach a Deposit Slip

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)

YES, I would like to have my payments (invoice, stipend) deposited directly to my account at the financial institution shown below. I agree to notify the Georgetown University Accounts Payable Department immediately of any changes to this information to terminate this agreement in a timely manner so that my payment will be properly processed. I understand that in the event that Georgetown University notifies my financial institution that I am not entitled to the funds deposited into my account, my bank is authorized to debit my account for the amount of the adjustment.

FINANCIAL INSTITUTION (BANK) NAME: _____

STUDENT'S DAYTIME TELEPHONE NUMBER: _____

PAYEE (STUDENT): _____

SSN# _____ DATE: _____

STUDENT'S SIGNATURE: _____