

Luther College
Authorization for Electronic Accounts Payable Check

This form authorizes Luther College to deposit Accounts Payable payments directly to your checking or savings account. An e-check advice will be emailed to your Luther email account to indicate a direct deposit has occurred.

Please complete and **return this form to Bridget Christopher in the Office for Financial Services**. If you have questions, please contact Andrew Bailey at 563-387-1697 or bailan01@luther.edu.

Accounts Payable Direct Deposit Authorization

By signing this form, I authorize Luther College and the financial institution listed below to initiate electronic entries into the indicated checking or savings account each time I am eligible for an Accounts Payable payment. In the event of an error, I also authorize Luther College to direct my bank to return any deposited funds to which I was not entitled by debiting my checking/savings account.



Payee Name (printed) _____ Luther ID _____

Bank Name _____ Bank Phone # _____

Bank City & State _____ 9 Digit Routing Number _____

Checking Savings Account Number _____

Please include a voided check (for a checking account) or deposit slip (savings account only).

If I close the above checking/savings account, I must give updated information to the Office for Financial Services before I am due to receive my next Accounts Payable payment.

Signature _____ Date _____

Inaccurate bank account information will result in a delay in payment. Note: a member ID number for a credit union is not the bank account number. Do not use the routing number that is listed on a **deposit slip** for a **checking account**. A debit card number is not the same as a bank account number. **If you have any questions regarding bank account information, please call the Office for Financial Services for assistance.**

Luther College – Main Building
Office for Financial Services
Decorah, IA 52101
(563) 387-1697 – bailan01@luther.edu