



Authorization Agreement for ACH Credits

Dear Valued Vendor: Florida SouthWestern State College is now offering Direct Deposits (ACH Credits) to expedite your payment(s). If you choose to participate in the Direct Deposit Program, you will need to complete the Authorization Agreement for ACH Credits form and submit the completed form to the Accounts Payable Department. If you wish to be notified of your ACH deposit details by email please include a valid email address in the space provided below. Your deposit information can also be viewed on your electronic bank statement by notifying your banks ACH department.

Depository Bank Name: _____

City: _____ State: _____ Zip Code: _____

Routing Number: _____ Account Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Federal Tax ID: _____ Contact Name: _____

Phone: _____ Fax: _____

Email Address*: _____

* Note: Future email address change requests should be sent to accountspayable@fsw.edu

I (We) hereby authorize Florida SouthWestern State College to initiate credit entries and/or correction entries to the financial institution and account number listed above. It is further agreed that if any part of the financial information is incorrect on this form your payment will be delayed until the funds are returned to the College's bank account.

Authorized Signature: _____ Date: _____

Title: _____

Please return this agreement via mail, fax, or email:

Accounts Payable
Florida Southwestern State College
8099 College Pkwy SW
Fort Myers, FL 33919
Phone: 239-489-9325
Fax: 239-489-9399
accountspayable@fsw.edu

All future changes to the Financial Institution Information you have provided to us will require a new form to be completed and submitted as instructed above.