

RESET FORM

UNIVERSITY OF HAWAII

UH Disbursing Office
1402 Lower Campus Rd, Bldg, Rm 34
Honolulu, Hawaii 96822
Phone (808) 956-7126

Electronic Funds Transfer Authorization

Select one:

New Authorization

Change Bank Information

Cancel Direct Deposit

Business / Individual Name and Mailing Address (General)

Name _____

DBA _____

(doing business as)

Address _____

City _____

State _____ Zip Code _____ Vendor Number _____

(optional-11 digit number starting w/ V found on Univ of Hawaii check)

Contact Information

Contact Name _____ Title _____

Email Address _____

Phone _____ Ext. _____ FAX _____

Tax Identification Information (SSN for Individual's)

Federal ID Name _____ Federal ID Number _____

Financial Institution Information

Financial Institution Name _____

ABA Routing Number _____
(9 digit number, identifies bank's location, name, Federal Reserve district, and area; contact your bank to be sure)

Bank Account Number _____ (must be 4-17 digits)

Bank Account Name _____

Street Address _____

City, State, ZIPcode _____

Type of Account: Checking (Attach a voided check) or Savings (Contact institution to confirm)

Note: Deposit Slips are not acceptable

Authorization to Make Electronic Fund Payments

I authorize the University of Hawaii to direct deposit payments, by electronic fund transfer, to my checking or savings and if necessary, debit entries and adjustments for any amounts deposited electronically in error. The payments shall be deposited in the financial institution designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

This Authorization will remain in effect until I submit written notification of its cancellation in such time and such manner, as to afford the University of Hawaii and my financial institution named above a reasonable opportunity to act on it.

I consent to and agree with the National Automated Clearing House Association (NACHA) Rules and Regulations about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed. **ACH/EFT is not available to foreign companies due to NACHA regulations for monetary transfer to foreign banking institutions.**

Authorized Signature

Printed Name

Business Title

Date

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International Electronic Funds Transfer Certification

Effective September 18, 2009, the National Automated Clearing House Association (NACHA) changed the requirements for receiving electronic payments. As of that date, all electronic payments to banks in another country have to be coded as an international payment.

Although the University of Hawaii only allows electronic payments to U.S. banks, a vendor could instruct their U.S. bank to forward their payment to a bank in another country. In this scenario, the vendor's electronic payment to their U.S. bank must be coded as an international payment. Please see below for a sample scenario:

Sample Scenario

Company XYZ has their payment for services direct deposited into their U.S. bank account and then 100% of those funds are moved by their U.S. bank to a bank in Mexico. Effective September 18, 2009, this transaction must be coded as an international payment.

In order to comply with this requirement, please indicate in the check boxes below of the final destination of your electronic payments.

- The final destination of my electronic payment is a U.S. bank
- Electronic payments to my U.S. bank will be forwarded to a bank in another country

Routing of funds outside the U.S. is considered high risk by Bank of Hawaii, our financial institution, and are not currently supported.

Business Name: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Mail form to: UH Disbursing Office, 1402 Lower Campus Rd, Bldg H, Rm 34, Honolulu, HI 96822