



Authorization Form for Direct Deposit for Boston College Vendor Payments

Boston College has implemented Direct Deposit for Vendor Payments.

Once you are set up, all payments will be processed via direct deposit. You will receive an e-mail notification from **wsadmin@bc.edu** for each payment stating the amount, a brief payment description, and the estimated deposit date.

Direct Deposit Form

Vendor Information

Vender Name _____
BC Vendor # (for BC office use only) _____
Payment E-mail _____

Bank Information

ABA Routing Number _____
Vendor Bank Account _____
Bank Name _____

Contact Information

Name _____
Phone _____ - _____ - _____
Fax _____ - _____ - _____
E-mail _____

Authorization for direct deposit

I authorize Boston College to process payments directly to our bank account. I understand it is my responsibility to verify that payments issued by Boston College have been credited to my account before attempting to draw on the funds. I understand that this authorization will remain in effect until I change my account number and notify Boston College in writing by completing a Direct Deposit Enrollment/Change Form.

Signature: _____ Date: _____

Please mail this form to Boston College, Accounts Payable, 190 More Hall, 140 Commonwealth Ave, Chestnut Hill Ma 02467 or fax to 1-617-552-0661.