January 9, 2013

To Whom It May Concern,

As an important supplier to Saint Matin's University, we would like to arrange direct deposit with your company. For your convenience we have enclosed an Authorization Agreement. Upon completion of this form, please e-mail, fax or mail it to the attention of Accounts Payable.

To receive a remittance for payment details, please proved your E-mail address also.

If you have any questions, please don’t hesitate to contact me (360)438-4498.

E-Mail: finance@stmartin.edu
Fax: 360.412.6199
Mail: Saint Martin’s University
Accounts Payable
5000 Abbey way SE
Lacey, WA 98503

Sincerely,

Sandra Alexandre
Accounts Payable Specialist
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I (we) hereby authorize Saint Martin’s University, hereinafter called COMPANY, to initiate credit entries to my (our) ☐ Checking Account / ☐ Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository (Bank)
Name_____________________________________________ Branch___________________________________________

City______________________________________________ State______________ Zip________________

Routing Number_________________________________________ Account Number________________________________________________

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Company Name_________________________________________ Date_________________________________________

Name(s)__________________________________________

(Please Print)

Signature__________________________________________

E-Mail________________________________________________

NOTE: WRITTEN CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.