



EFT ENROLLMENT INFORMATION

The University of Tampa offers Electronic Funds Transfers (EFTs, also known as ACH transactions) to our suppliers. EFTs provide an alternative to paper checks, which provides the following advantages:

- Secure and efficient method of receiving payments
- Reduced operating costs through the elimination of paper check handling and depositing
- Eliminating the possibility of stolen checks, stop payment charges and check reissue costs
- Support the University's sustainability efforts

FAQs

Q: How do I enroll?

A: Complete the authorization form below. **Note:** The PDF form requires a Digital ID. For information on Digital IDs, please refer to [Adobe's Digital IDs FAQ](#).

Q: I don't have access to Adobe. Can I still enroll?

A: Electronic submissions are preferred, but a [non-fillable version](#) of the form is also available. To avoid processing delays, ensure your handwriting is legible and a wet signature (i.e. using a pen) is provided.

Q: I can't provide all of the information requested on the form. Can I still enroll?

A: To ensure we're compliant with federal and state regulations, all of the information on the form is required. If you're unable to complete the form in its entirety, we'll remit payments via check.

Q: How do I submit my completed form?

A: **Prospective Suppliers:** Include the completed form with your Supplier Registration Application via the [Supplier Registration Site](#). **Existing Suppliers:** E-mail the completed form to Purchasing@ut.edu. **Handwritten Forms:** E-mail the completed form to Purchasing@ut.edu, fax it to (813) 258-7211, or mail it to: The University of Tampa, Attn: Purchasing Box 25F, 401 W Kennedy Blvd, Tampa, FL 33606

Q: How long does the enrollment process take?

A: Please allow up to five (5) business days from our receipt of your form for EFT to be established. Incomplete or ineligible forms will result in processing delays.

Q: How do I change/cancel my EFT authorization?

A: Please complete and submit a new form (as described above).

Q: When will I receive payment?

A: Payments will be deposited into your bank account based on the due date in our financial system. For information on our payment terms, please refer to our [Purchase Order Terms and Conditions](#).

Q: Will I be notified before I receive a payment?

A: Remittance details will be sent to the email address provided in the form one day prior to payment.

If you have any other questions regarding EFT enrollment, please email Purchasing@ut.edu.

If you've previously submitted an authorization and have questions regarding a specific invoice payment, please email AcctPay@ut.edu.



EFT ENROLLMENT/CHANGE AUTHORIZATION FORM

To allow sufficient time for processing, complete this form and submit it with your Supplier Registration Application via the [Supplier Registration Site](#), e-mail it to Purchasing@ut.edu, fax it to (813) 258-7211, or mail it to The University of Tampa, Attn: Purchasing Box 25F, 401 W Kennedy Blvd, Tampa, FL 33606.

Please allow up to five (5) business days from our receipt of your form for EFT to be established. **Incomplete or illegible forms will result in processing delays.**

SUBMISSION TYPE

NEW: CHANGE: CANCEL:

COMPANY INFORMATION

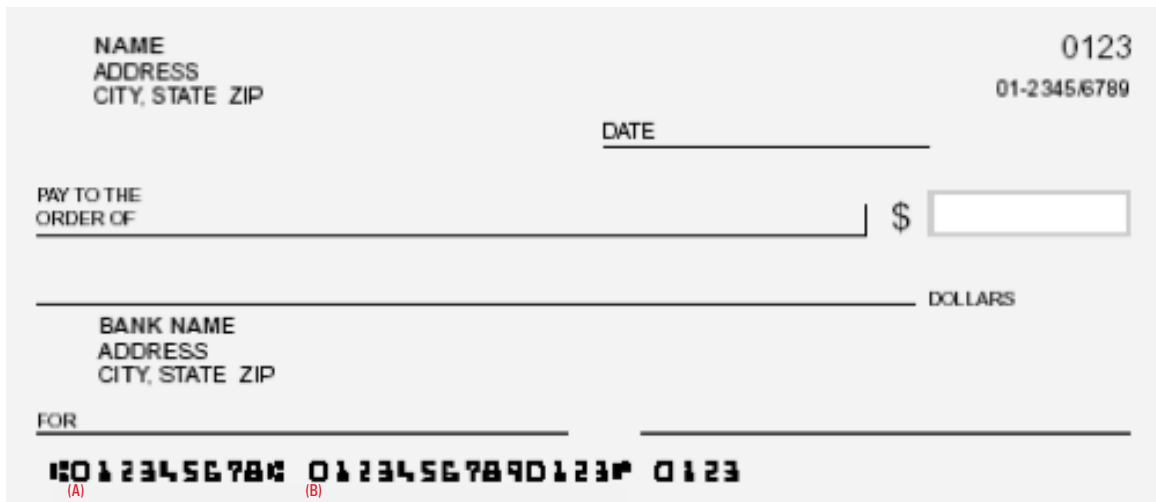
TAX ID ¹: EIN SSN/ITIN ADDRESS: _____
NAME ²: _____ CITY, STATE & ZIP: _____
PHONE NUMBER: _____ EMAIL ADDRESS ³: _____

¹ Format: ##-#### or ###-##-####
² As it appears on Form W-9

³ For remittance advice

FINANCIAL INSTITUTION ACCOUNT INFORMATION

NAME: _____ ACCOUNT TYPE: CHECKING ¹ SAVINGS ²
PHONE NUMBER: ADDRESS: _____ TRANSIT ROUTING NUMBER (A): _____
CITY, STATE & ZIP: _____ ACCOUNT NUMBER (B): _____



FORMS WILL NOT BE PROCESSED WITHOUT A VOIDED CHECK OR BANK LETTER TO VERIFY THE ACCOUNT NUMBER.

¹ YOU MUST ATTACH A VOIDED CHECK OVER THE SAMPLE ABOVE
² YOU MUST ATTACH A BANK LETTER NOTING THE ROUTING AND ACCOUNT NUMBER

AUTHORIZATION

COMPANY hereby authorizes The University of Tampa ("UT") to initiate credit entries to the listed account above. COMPANY shall comply with and be bound by the rules, as in effect from time to time (the "Rules") of the National Automated Clearing House Association ("NACHA"). This authorization is to remain in effect until 30 days after UT has received (a) a new EFT form indicating a cancellation (indicated via "Submission Type") or (b) written notification of cancellation sent via United States Certified Mail with Return Receipt Request to The University of Tampa, Attn: Purchasing Box 25F, 401 W Kennedy Blvd, Tampa, FL 33606.

AUTHORIZED SIGNATURE: _____

TITLE: _____

For accuracy of processing, this must remain a one-page document.