

Supplier EFT Agreement Form

Revised 08/2022

Suppliers and individuals doing business with or being reimbursed by an institution of the University of North Texas System are required to be paid electronically. ***This form can be submitted by secure fax at 940.369.5976 or mail to 1112 Dallas Dr. Ste. 4200, Denton, TX 76205.***

Contact Information					
Vendor/ Individual Name					
Supplier ID# or EmplID#			Phone No.		
Mailing Address					
City			State	ZipCode	
E-mail Address for Payment Notification					
Banking Information					
Payments via EFT/ACH require US bank only - non-US banks will need to be a Wire Transfer via Special Handling Form- https://www.untsystem.edu/forms-library/documents/special_handling_form.pdf					
Bank Name			Phone No.		
BankAddress					
City			State	ZipCode	
Checking Account Number					
Routing Transit Number (Where do I find this?)					

International Payments Verification (required):

Will these payments be forwarded to a financial institution outside the United States? YES NO
If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation.

I authorize the University of North Texas System to deposit by electronic transfer all monies owed to me. The UNT System shall deposit the Payments in the financial Institution to the account designated by me above. I recognize that if I fail to provide complete and accurate information on the authorization form, the processing of the form may delay or made impossible, or that my payments may be erroneously transferred electronically. I also understand it is my responsibility to notify the UNT System immediately if I become aware of any changes in status or banking information, or believe there is a discrepancy between the amount deposited directly to my bank account and the amount of the invoice paid. It is the responsibility of the recipient to ensure funds availability with their respective banking institution. The UNT System is not liable for any fees associated with insufficient funds charges.

The following notice is provided in accordance with § 559.003 (a) of the Texas Government Code:

1. With few exception, you are entitled on your request to be informed about the information the UNT System collects about you;
2. Under Section § 552.021 and 552.023 of Texas Government Code, you are entitled to receive and review the information; and
3. Under Section § 559.004 of the Texas Government Code, you are entitled to have the UNT System correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the Texas Public Information Act.

The information the UNT System collects will be retained and maintained as required by Texas records retention laws (Section § 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Signature _____ Date _____