

The George Washington University

Authorization for Electronic Payments

To authorize The George Washington University to deposit your payments automatically into your banking account, please complete and sign this form.

Payments will be made automatically, in accord with the payment terms agreed upon that are contained in the Purchase Orders and/or Invoices presented for payment.

An e-mail, confirming the deposit and detailing the invoice number(s) that were paid by this deposit will be sent to the e-mail address provided in this form.

This authorization may be revoked at any time, provided you give us ten day's notice, in writing.

All communications are to be sent to:

The George Washington University
Procurement Department
Email (preferred) - isupplygw@gwu.edu
Fax - 571-553-4240

Company or Individual Name

Name of Financial Institution

Name of Account at Financial Institution

Account Number

Routing & Transit Number ("ABA Number")

E-mail address to which electronic confirmations will be sent

Company Contact Name

Company Contact Telephone Number

By signing this form below, I/we authorize The George Washington University and the financial institution indicated above to deposit all payments due automatically, in accordance with agreed upon payment terms. This authority will remain in effect until I/we notify The George Washington University in writing of its cancellation.

Authorized Signature and Date