TENNESSEE BOARD of REGENTS
Direct Deposit
ACH Payment Enrollment Authorization

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

Check one:	Check one:
_____ Vendor	_____ Direct Deposit for the first time
	_____ Direct Deposit change

VENDOR INFORMATION

SSN # or Taxpayer ID #: (TIN) _____

Name of Payee: _____

Address: _____

Accounts Receivable Contact (if other than payee)

Telephone Number:
(_____) _____

_____

Fax Number:
(_____) _____

Electronic Remittance Email:

_____

BANKING/FINANCIAL INSTITUTION INFORMATION

Bank Name: _____

Bank Address: _____

Telephone Number: (_____) _____

9 Digit Routing Number: ____ ____ ____ ____ ____ ____ ____ ____

Account Number: _____

Type of Account: ☐ CHECKING ☐ SAVINGS

I certify that the information provided on this form is correct. I authorize the Tennessee Board of Regents to direct payments to the financial institution designated above and to initiate, if necessary, debit entries and adjustments for any credit entries in error. This authorization is applicable to all payments issued to the above-named payee by the Tennessee Board of Regents under the designated TIN or SSN until the Tennessee Board of Regents receives written notification from me/us of its termination in such time and manner as to afford all parties a reasonable opportunity to act on it.

SIGNATURE: _____ DATE: _____

***Please attach a voided check if applicable and return to:**

Email: payables.vendors@tbr.edu
Fax-615-366-2213
Mail to:
Tennessee Board of Regents
Attn: Accounts Payable
1 Bridgestone Pk, 3rd Floor
Nashville, TN 37214

For TBR office use only

Entered _____ _____
Initials Date

Verified _____ _____
Initials Date