



Controller's Office Disbursements Department
3145 Porter Drive
Palo Alto, CA 94304
Phone: 650.723.2772
buyandpay@stanford.edu

Direct Deposit by ACH Authorization Form

You can receive payment as a direct deposit to your bank account by providing the following information. Please note that at this time no remittance detail is included in the ACH payment record. You can receive an e-mail notification of remittance detail when payment is made.

Payee Name	
Physical Payment Address (For record purposes)	
Contact Telephone Number	
Bank Name	
ABA Routing Number	
Bank Account Number	
e-mail address for receiving remittance detail (<i>optional</i>)	

If your banking information changes in the future, contact Stanford's Buy Pay Support Center at buyandpay@stanford.edu to make updates.

Authorizer Name (please print): _____

Signature: _____ Date: _____

**Please return ACH Authorization Form via
US mail: 3145 Porter Dr Palo Alto CA 94304 Attn: Buy Pay Support Center**