

UNIVERSITY OF PUERTO RICO AT  
ARECIBO  
FINANCE OFFICE

DIRECT DEPOSIT FORM FOR SUPPLIERS

SECTION 1 (TO BE COMPLETED BY SUPPLIER)

Supplier's name: \_\_\_\_\_

Social security number \_\_\_\_\_

Phone number: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I hereby authorize the University of Puerto Rico at Arecibo to that payments of invoices on behalf of the company/person stated above shall be made by direct deposit to the checking or saving account indicated below. I understand that transactions through the *Account Clearing House* (ACH) are subject to federal regulations. I am responsible for notifying the University of Puerto Rico at Arecibo, of any address or account change in order to remain qualified for the direct deposit payment method, and to continue receiving information from the institution regarding same.

The University of Puerto Rico at Arecibo, reserves the right to accept, deny or cancel the direct deposit payment service. Any request for cancellation of service from the supplier company/person must be received, in writing, at the Finance Office of the Arecibo Campus, at least thirty (30) days before the cancelation date. In case the aforementioned supplier should receive an incorrect payment in the account indicated below, I authorize the bank to debit this account as a corrective action. Nevertheless, I shall return funds of incorrect payments should the bank's corrective action not succeed. I authorize and request the payment of invoices, made on behalf my company and/or person be deposited on the following account number:

On Bank or Financial Institution \_\_\_\_\_ Branch: \_\_\_\_\_  
(Name)

Route or Transit Number \_\_\_\_\_

Savings \_\_\_\_\_  Checking \_\_\_\_\_

**This request form should sign and send to:** University of Puerto Rico at Arecibo  
Finance Office  
PO Box 4010  
San Juan PR 00614-4010

Once the direct deposit payment method begins, any claim for deposited payments on account should be made to the Accounts Payable Division of the University of Puerto Rico at Arecibo.

Print or type name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SECTION 2 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

Name of financial institution \_\_\_\_\_ Route number \_\_\_\_\_

Address \_\_\_\_\_

Depositor account title: \_\_\_\_\_

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment above in accordance with state and federal rules.

Print or type Representative's name \_\_\_\_\_ Signature of Representative \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.  
SUPPLIERS SHOULD FOLLOW INSTRUCTIONS ON THE OTHER SIDE OF THIS DOCUMENT.

**DIRECT DEPOSIT SERVICE FOR SUPPLIERS OF  
THE UNIVERSITY OF PUERTO RICO AT ARECIBO**

**Instructions:**

1. This form must be completed by typing or printing the information requested on it.
2. Supplier's responsibilities:
  - a. Submit original form with Section 1, completed and signed to the Finance Office of *Arecibo* Campus or send it to the following address:

University of Puerto Rico at Arecibo  
Finance Office

PO Box 4010  
Arecibo, PR 00614-4010

- b. Keep a copy of the completed form for your records.
- c. Notify the Finance Office of UPR at Arecibo in writing of any changes in the address or bank account. Any changes to the bank account require the completion of a new direct deposit form. All subsequent payments will be made by check until the completion of the required bank re-certifications and pre-notifications. If the change is related to your contact information, as for example address, you can send a written notification to the above address.
- d. Return any funds resulting from any incorrect payment deposited in the account, that hasn't been debited by the bank institution as a corrective action.
- e. Submit any request for cancellation of services by writing to the Finance Office of the UPR *at Arecibo* at least thirty (30) days before the requested cancellation date.

**Benefits:**

1. Invoice payments can be deposited in accounts of the financial institutions of the "Automated Clearing House" system of Puerto Rico.
2. Credit transaction may be effective on date indicated by UPR- *Arecibo* to the financial institution. It usually takes the financial institution between *two or three* working days to deposit payment on the account. Nevertheless, there may be special circumstances that can affect payment deposit by a financial institution.
4. No more checks lost in the mail.
5. There will be no charges related to direct deposit service.

**Contact:**

1. If additional information is needed, please contact the Finance Office at 787-815-0000 x. 5350.