

Pomona College: Supplier Direct Deposit (Include W-9 with this form)

www.pomona.edu

**RETURN
FORM**

POMONA COLLEGE
Business Office
Accounts Payable
150 East Eighth Street
Claremont, CA 91711

VENDOR INFORMATION												
SECTION 1	1. Social Security Number <small>(Owner SSN required for sole proprietorship/DBAs/disregarded entities)</small>						2. Taxpayer Identification Number <small>(Federal TIN used to file Federal tax return)</small>					
	3. Business Name (If operated as DBA, enter the DBA name)				4. Business phone number () --		5. Contact Name					
	6. Street Address				7. City		8. State		9. Zip ---			

DIRECT DEPOSIT AUTHORIZATION			Attach a voided check to ensure correct deposit.			
SECTION 3	10. Financial institution name		11. Phone number () ---		12. Name on account	
	13. Address		14. City		15. State	16. Zip ---
	17. Routing transit number (See instructions)		18. Customer account number (See instructions)		19. Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
	DIRECT DEPOSIT AGREEMENT					
	<p>I authorize Pomona College to deposit by electronic transfer payments owed to me by the College and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. The College shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form maybe delayed or my payments may be erroneously transferred electronically.</p> <p>This authorization will remain in effect until canceled in writing. I must initiate and complete a new authorization form if I change my account, close my account, or change financial institutions.</p>					
20. Authorized Signature		21. Printed Name		22. Date		
<i>Company contact information for notification and details of direct deposit payments</i>						
23. Contact Name		24. Phone number () ---		25. Email address for payment notification		

FOR POMONA USE ONLY

SECT	26. ID #	27. Signature	28. Date	29. DD entered