

Oral Roberts University

7777 S Lewis Ave, Tulsa, OK 74171
918-495-7531/7549
fax: 918-495-6985

ORU Payment Enrollment Form

See page 2 for Terms and Conditions

vendors@oru.edu

Block 1 - INDIVIDUAL OR COMPANY INFORMATION

Individual	Company
SSN# _____ - _____ - _____	FEIN# _____ - _____ - _____
Name: _____	Name: _____
Address: _____ Physical Street Address (required)	Address: _____ Physical Street Address (required)
Address: _____ Mailing Address	Address: _____ Mailing Address
_____ City, State and Zip Code	_____ City, State and Zip Code
Phone (_____) _____ - _____	Phone (_____) _____ - _____

Block 2 - FINANCIAL BANK INSTITUTION INFORMATION

Bank Institution Name: _____

Institution Account Number: _____

Nine-Digit Routing Number: _____

Please Check Type of Account: ☐ Checking ☐ Savings

Block 3 - NOTIFICATION METHOD

Notification of your deposit confirmation will be sent via e-mail.

Email Address (required): _____

By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2 and that I have the authority to execute this authorization on behalf of the vendor. This authorization is to remain in full force until Oral Roberts University has received written notification from me of termination in such time as to afford a reasonable opportunity to act on it.

Signature: _____ Date: _____

Printed Name: _____ Title : _____

If you have any questions concerning ACH Transactions, please contact Mary Ellen Crosby or Reba Johnson
918-495-7531/7549 or Fax 918-495-6985.

OFFICE USE ONLY

____ Updated in Banner Processed By: _____ Date: _____

TERMS AND CONDITIONS

The standard for any payments made on behalf of Oral Roberts University (ORU) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions do participate in ACH.

In order to successfully carry out ORU's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information:
- That any revised authorization will replace any previous authorization;
- That ORU may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated; revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the ACH Payment Enrollment Form authorizes ORU to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the ORU Accounts Payable department for travel, refunds, and/or vendor payments, whichever is applicable.

Your authorization shall remain in effect until advance written notice of termination is produced to ORU. Such notice should afford ORU and the financial institution named on Page 1 (Block 2) reasonable opportunity to take corrective action. It is your responsibility to provide an updated ACH Payment Enrollment Form to ORU updating any changes to your financial institution, routing and account number(s).

Notice to ORU should be addressed to:

Oral Roberts University

Accounts Payable

7777 S. Lewis Avenue

Tulsa, OK 74171

Email forms to: vendors@oru.edu or

Fax forms to: 918-495-6985