

EFT - Direct Deposit form

(FAX OR XEROX COPIES ARE NOT ACCEPTABLE)

THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT



The Navajo Nation
Office of the Controller
Accounts Payable

PO Box 1660
Window Rock, AZ
86515
P|928-871-6306
F|928-810-8548

Dear Client,

We are writing to inform you that The Navajo Nation Accounts Payable is now offering electronic payments in lieu of payment by check. Electronic payments are fast, secure, low-cost and convenient.

We would like to invite you to enroll in payment via ACH. You may enroll in one of two ways:

- Contact our Accounts Payable department at (928) 871-6328
- Complete the form below and return to Accounts Payable

I authorize The Navajo Nation to initiate electronic credit entries for invoiced amounts to the checking account listed.

I acknowledge that the origination of ACH transactions must comply with the provisions of U.S. law. This authority will remain in effect until I have canceled it in writing.

I certify that I am an authorized representative of _____

Financial Institution Name: _____

Routing Number: _____

Account Number: _____

Vendor Address: _____

Email address for deposit notification: _____

Social Security (TIN) #: _____

Signature: _____ Date: _____

Printed Name: _____

Contact Number: _____

Read and initial beside each one of the following to show that you understand our policy & procedures regarding your direct deposit.

____ I understand that it is **my responsibility to verify that payments have been credited to my account** and that the Navajo Nation assumes no liability for overdrafts for any reason.

____ You are not allowed to have a partial direct deposits set up for two or more accounts.

____ You are responsible to **notify Accounts Payable immediately before** any adjustments are made to your bank account. If you do not notify Accounts Payable of any changes or cancellations to your account, this will result in your direct deposit showing up as a reject item and will delay the retrieval of your funds three to five business days

Attach here a voided check or direct deposit information form

Please do not use staples, use scotch tape to attach.

A voided check or direct deposit information form would help us verify your account(s). Occasionally we find that employees submit incorrect numbers, incomplete, &/or the handwriting is not legible.

Thank you,
Accounts Payable

⑆ 0000000000 ⑆ 0000000000 ⑆ 000
 Routing Number Account Number

I HEREBY AUTHORIZE AND DIRECT YOU TO SETUP EFT - DIRECT DEPOSIT TO MY ACCOUNT LISTED. This authorization will remain valid and in force until cancelled by me. It is my understanding that this request will remain confidential. If I do not follow the procedures outlined, I release Accounts Payable from any and all liabilities.

SIGNATURE: _____ **DATE:** _____

For Official Use Only

AB# _____

SETUP
 UPDATE

INITIAL _____

DATE _____