



# FERRIS STATE UNIVERSITY

## PURCHASING OFFICE

### Banking Information

Name of Financial Institution: \_\_\_\_\_

City & State of Financial Institution: \_\_\_\_\_

Financial Institution Phone #: \_\_\_\_\_

ACH Routing & Transit #: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Business Contact for Banking Transactions

I \_\_\_\_\_, hereby certify that I am authorized to disclose the above information. I hereby authorize Ferris State University to start crediting our account at the financial institution listed above for the purpose of automatically depositing funds for goods and services provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that if our account at the financial institutions listed above changes or is closed, we must inform Ferris State University in writing. Ferris State University is unable to refund rejected monies until they are credited back to them.

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

To be completed by Ferris State University

Vendor #: \_\_\_\_\_

Entered By: \_\_\_\_\_

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

### Remit To:

420 Oak Street, Prakken 250  
Big Rapids, MI 49307-2020

Phone: (231) 591-2165

Fax: (231) 591-3902

Web: [www.ferris.edu/purchasing](http://www.ferris.edu/purchasing)