



Dear Vendor,

To improve our services and minimize waste, Saint Mary's College of California is making a commitment to environmental sustainability. In order to achieve this goal, we are encouraging our vendors to switch to direct deposit. In addition to the environmental benefits, direct deposit will allow you to receive payments more timely. Typically, direct deposit allows you to receive payment within 24-48 hours, if not sooner.

To switch to direct deposit, please complete the enclosed Authorization Agreement for direct deposit form.

To return this form please choose one of the following:

- 1) Email – [accounts.payable@stmarys-ca.edu](mailto:accounts.payable@stmarys-ca.edu)
- 2) Mail – 1928 Saint Mary's Road PMB 4440 Moraga CA 94575
- 3) Fax – 925-376-8497

Once bank account set up is complete, you will receive an email remittance notification for each payment issued.

If interested, please discuss this option with an authorized signer to determine if this payment method is viable for your company or institution.

Feel free to reach out to me with any questions,

Shannon Murray

Accounts Payable & Purchasing Supervisor  
srm30@stmarys-ca.edu  
925-631-4105

## Vendor Direct Deposit Agreement Form

### Authorization Agreement

I hereby authorize Saint Mary's College of CA to initiate automatic deposits to my account at the financial institution named below.

This agreement will remain in effect until Saint Mary's College of CA receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Accounts Payable Department.

### Account Information

Vendor Name: \_\_\_\_\_  
Financial Institution (Bank): \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  Checking |  Savings

### Signature

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Title: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Email for Remittance Advice: \_\_\_\_\_  
Authorized Phone Number: \_\_\_\_\_

**For any questions please feel free to reach out to Joe Rosa, Accounts Payable and Purchasing Supervisor.**

Shannon Murray  
Accounts Payable and Purchasing Supervisor  
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