



ETSU forms for Vendor or Individual Payee ACH/Direct Deposit Authorization

Step 1: <https://www.etsu.edu/bf/forms.php#vendors>

Step 2: Review the forms and instructional text

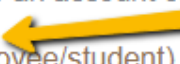



 Vendors or Individual Payees *(Expand for ACH/Direct Deposit Authorization forms)*

Click/Tap here to access the forms

202 Burgin Dossett Hall, PO Box 70601, [Contact Us](#), (423) 439-5504, smithdm1@etsu.edu

Step 3: Create a Dynamic Forms account



 Vendors or Individual Payees *(Expand for ACH/Direct Deposit Authorization forms)*

The forms below are not to be completed by ETSU employees or ETSU students. Vendors and individual payees are required to create an account on the Dynamic Forms website BEFORE they can access the forms below:
[Dynamic Forms Account Creation \(non-ETSU employee/student\)](#)

START HERE

Step 4: Complete and Submit ONE form in the Dynamic Forms system

If a purchase order is being issued in eBucs to a company or person for goods/services rendered, including if stipulated by a contract, the vendor must be setup in eBucs via this required form: [Vendor Application & Authorization of ACH/Direct Deposit](#)

If payment is being made to a company or person via a check request, personal services form, or any other payment means that does not involve the issuing of a purchase order in eBucs, the setup process must be completed via these required forms:

[Vendor ACH/Direct Deposit Authorization for Payment Not Related to a Purchase Order \(provided for companies, such as a partnership or corporation\)](#)

OR (submit only ONE of these forms)

[Individual Payee ACH/Direct Deposit Authorization](#)
(provided for anyone that is not considered a company, such as non-employee reimbursees, guest speakers/artists, persons providing a personal service, mentors, upward bound recipients, or any other single individual that does not meet the criteria associated with any other form available in this section)

**AFTER ACCOUNT IS CREATED,
ONE OF THESE FOUR FORMS
CAN BE SUBMITTED**

If no check request or purchase order is being issued (no payment will be made), no form is required. Please email the vendor information to Tyler Gray at: graytl@etsu.edu

If the direct deposit information is to be updated for a vendor, such as a partnership or corporation, this form is required: [Vendor ACH/Direct Deposit Change Authorization](#)