

ETSU Vendors or Individual Payees: ACH/Direct Deposit Authorization Forms

1. 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 \(non-ETSU employee/student\)](#)

2. Please save a copy of your [W9](#) to your computer BEFORE accessing the forms below. This form is provided by the IRS. The "fillable" fields should be completed and the form may then need to be printed as a signature and date must also be included when this form is uploaded during the process of submitting any of the forms below.

Please see the additional details below regarding the purpose of each form.

Only one form should be submitted at a time by each vendor or individual payee.

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)

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](#)

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