

VENDOR PAYMENTS

By Electronic Direct Deposit (DD)



REQUEST Clearly tick the appropriate box(es) and complete noted sections.

NEW Request for Payment by Direct Deposit [Currently paid by cheque]	Sections: 1, 2, 3, 4, 6
Change: Bank Account Information	Sections: 1, 2, 3, 6
Change: Business Email Address [Used to email Payment Notification and PDF Remittance]	Sections: 1, 2, 4, 6
Cancellation: Payment by Direct Deposit	Sections: 1, 2, 5, 6

Section 1: Vendor Business information (Accounts Payable Section)

USP Vendor/ID#			
Company Name			
Mailing Address			
Contact Name		Business Phone#	
Email Address			

Section 2: Authorisation for: Payment by Electronic Direct Deposits, Changes or Cancellation

1) I (name), _____ as an authorized signer for above noted company, authorise 'The University of the South Pacific' to electronically direct deposit payments to the specified Bank Account and further understand that the Director of Finance will reverse any payments made in error.

2) I will notify the University of the South Pacific of any changes such as: bank account, business email address, request to cancel payments by electronic direct deposits or any other changes by submitting this form and clearly noting the change(s).

3) I have retained a signed copy of this authorisation form.

Signature:	Date
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Section 3: Bank Information: Approved USP Fiji Financial Institutions.

Westpac, ANZ, Bank of Baroda, Bank of South Pacific, Bred, HFC

Bank			Account Number:
Type	Cheque:	Savings:	Other (Specify):
For Verification: Attached		Confirmation Letter from your Financial Institution/ Copy of Bank Statement Header	

Section 4: Business Email Address [For Payment Email Notification]

AP email Address	
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Section 5: Cancel Payments by Electronic Direct Deposit

Reason	
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Section 6: Send Form/Documents to: [Marked Confidential]

Email To: Subject: USP Bank Form: Accountant- Accounts Payable Section

Questions: Contact: Rosana Vakacabegoli (679)323-2851 or Email: rosana.vakacabegoli@usp.ac.fj

USP OFFICE USE ONLY

Form Received/Reviewed by AP Section	By	Date
System Update (Section 3 and 4) by FS Team	By	Date
System Update Verified/Filed by AP Section	By	Date

Instructions For USP Vendor Electronic Direct Deposit Authorisation

Clearly tick the 'Requested Action'

- New: Request for payment by Direct Deposit [Currently paid by cheque]
✓ Complete Sections: 1, 2, 3, 4, 6
- Change Bank Account Information
✓ Vendor/Payee Complete Sections: 1, 2, 3, 6
- Change Accounts Payable Email Address
✓ Vendor/Payee Complete Sections: 1, 2, 4, 6
- Cancel Payment by Electronic Direct Deposit
✓ Vendor/Payee Complete Sections: 1, 2, 5, 6

Section 1: Vendor Business Information.

- Include your USP Vendor ID, company name and mailing address.
- Provide your Accounts Payable section: Contact name, Phone and email address

Section 2: Authorisation for: Payment by Electronic Direct Deposits, Changes or Cancellation

- Signing authority: Print your full name (First, Last Name)
- Note their position
- Sign and Date the Form.

Section 3: Bank Account Information

- Select one of the listed USP Approved Banks as listed in the form.
→ ALL payments by Direct Deposit are processed in 'Fiji Currency'
- Bank Account Verification: Provide a 'Confirmation Letter' form your Financial Institute confirming your banking information.

Section 4: Email Notification Address [Business email address]

- Required by USP to send remittance via email

Section 5: Cancel Payments by Electronic Direct Deposits

- Note Reason: Fill in only when request is to cancel payments by Direct Deposit.

Section 6: Direct Deposits: Data Collection.

- Queries: Contact Rosana Vakacabeqoli Phone: (679) 323 2851
OR Email rosana.vakacabeqoli@usp.ac.fj Subject: USP Bank Form