

Disbursement Direct Deposit/E-Payment Form

Use this form to allow SYF to issue electronic payments to vendors via direct deposit. We must have all the information listed below to issue a payment. *This form is to setup the method of payment. A regular or recurring disbursement form must be filled out in order to issue a payment.*

SYF Acct #: _____ Member Name: _____ Date: _____

Banking Information

Client Name: _____

Address: _____

Bank Acct Number: _____

Routing Number (9 Digits): _____ - _____ - _____

Important document requirements listed below.

SYF will not setup a direct deposit payment without one of the following documents.

- 1: A copy of a voided check with the name and address of the client.
- 2: A letter from the bank showing the client's name, address, and banking information.

The name and address on the document must match the

information on the invoice or bill being presented for payment.

Please note that most large vendors such as mortgages, credit cards, electricity, gas, phone service, cable, water etc., are already being paid via e-payment as they are part of a large electronic payment network. This is meant for smaller vendors, private people, landlords and other similar vendors.