

UNIVERSITIES SPACE RESEARCH ASSOCIATION

ACCOUNTS PAYABLE

ELECTRONIC PAYMENT AUTHORIZATION FORM

Please submit completed form with bank information form or voided check copy to the USRA accounting department using the following secure file drop email box:

<https://transfer.hou.usra.edu/filedrop/EFTRequest@usra.edu> or via US mail to:

USRA

ATTN: Accounting

7178 Columbia Gateway Drive

Columbia, MD 21046

I authorize USRA to send ACH payments via EFT into the below designated account. This authority will remain in effect until I cancel it in writing.

Changing bank accounts will require submitting a new authorization form.

You may only elect one bank account; bank must be a United States bank in the U.S.

Remittance advices will be emailed to the below designated account.

Please submit a voided check or your bank's direct deposit authorization form. **(NOT A DEPOSIT SLIP)** This can be a scan or photo (jpg file).

BANK NAME \_\_\_\_\_

ROUTING  
NUMBER  
(Nine digits)

ACCOUNT  
NUMBER

ACCOUNT TYPE  
(Mark one)

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/>	Checking
<input type="checkbox"/>	Savings

Email address: \_\_\_\_\_

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

By signing this form, I certify I have the authority to direct payments into the above listed account.

DATE: \_\_\_\_\_