



Direct Debit/Non-Check Disbursement Request Form

Complete this form to request that a vendor receive a direct debit/non-check disbursement. This request must be approved by the appropriate business service center director and the university controller before it will be forwarded to Cash Management for processing.

Part I: Vendor and Payment Information

Vendor Name, Vendor Street Address, City, State, Zip Code, Phone, Vendor Email, Payment Purpose, Expected Frequency

Part II: Vendor Bank Information

Bank Name, Bank Phone, Bank Routing Number, Bank Account Number

Part III: Unit and General Ledger Information

Cornell Requesting Unit, Contact Name, Account Number, Object Code, Contact Email

Part IV: Authorization

BSC Director Authorized Signature, Date, Submit this completed form to the Office of the University Controller via Cornell Secure File Transfer to kms388@cornell.edu. Once approved, this form will be forwarded to the Cash Management Office for processing.

Office Use Only, University Controller Signature, Date, Submit this approved form to the Cash Management Office via Cornell Secure File Transfer.