

# ACH Direct Deposit of HLC Payments

New Enrollments, Account Changes and Cancellations

Instructions

Complete and submit this form to authorize direct deposit of payments from HLC, or to modify or cancel existing direct deposits. Submit the form to HLC at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Finance” from the list of submission options to ensure that the form is sent to the correct HLC staff member.

Payee/vendor name:

Street address:

City:       State:       ZIP:

Phone number:       Email address:

## New Enrollment or Account Change

Select one: [ ]  New enrollment [ ]  Account change

Bank name:

Branch name (if applicable):

City:       State:       ZIP:

Transit/routing number:

Bank account number:

Account type: [ ]  Checking account [ ]  Savings account

I, the undersigned, authorize the Higher Learning Commission (HLC) to deposit payments directly to the account listed above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to the account. This authorization will remain in force until HLC receives written notice of cancellation from me. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of the U.S. law.

Signature

Name (printed):       Date:

## Cancellation

I, the undersigned, hereby cancel the authorization for the Higher Learning Commission (HLC) to originate ACH electronic deposit entries into my checking/savings account. This cancellation is effective as soon as HLC has reasonable time to act upon it.

Signature

Name (printed):       Date: