



**Instructions:** Please complete the requested information, sign and date your change request and return to:

The University of Memphis  
Accounting Office  
275 Administration Bldg.  
Memphis, TN 38152-3370  
or  
[accountspayable@memphis.edu](mailto:accountspayable@memphis.edu)

Name:

U Number:

Remit-to-Address:

City:

State:

Zip Code:

E-mail Address (REQUIRED):

Telephone Number:

Click [here](#) to complete the Direct Deposit of Vendor Payments - (ACH) Authorization form and receive your reimbursement faster. Please note this form is different and separate from your Payroll Direct Deposit. For specific questions about the Direct Deposit Form please email accounting at [accounting@memphis.edu](mailto:accounting@memphis.edu).

I hereby authorize the University of Memphis to change my AP address.

I understand this authorization applies only to my AP record and does not effect my payroll direct deposit information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_