**Accounts Payable Direct Deposit FAQs**

Q: Who is eligible to receive Accounts Payable payments by direct deposit?
A: Any company or individual who receives a voucher payment or reimbursement from the University of Houston, UH Downtown, or UH Victoria. UH Clear Lake and UH System Administration will offer AP direct deposit in the near future.

Q: What types of payments are NOT eligible for direct deposit through Accounts Payable?
A: Payroll payments (employees sign up for payroll direct deposit through PASS https://my.uh.edu/pass) and student refunds for tuition and fees (deposited to student’s account based on feed from student system). All payments made through Accounts Payable are eligible for AP direct deposit.

Q: Is direct deposit required?
A: No, but it is highly encouraged. Advantages of direct deposit over paper checks include:
- No time or effort required to make the deposit
- Deposited to your bank account faster
- No lost or stolen checks

Q: Will I receive a notice from the university when a direct deposit is made to my bank account?
A: No, but when a direct deposit does appear in your account, you can use the Vendor Payment Inquiry link at http://www.uh.edu/vendor/ to get more information about the payment, if needed.

Q: Is it necessary for a bank to complete the Financial Institution section on the Direct Deposit Authorization Form?
A: No, the vendor or employee can complete this section themselves, if they like.

Q: The Direct Deposit Authorization Form at http://www.uh.edu/vendor/ states that part or all of a direct deposit may be reversed if the direct deposit was made in error. How will the university handle direct deposits made in error?
A: The university will not reverse an AP direct deposit made in error without first contacting the payee to verify this will not cause a problem. In most cases, Accounts Payable will find some other way of resolving the overpayment, such as obtaining a refund check from the payee or creating a credit voucher that will reduce a future payment to the payee.

Q: The Direct Deposit Authorization Form includes my bank account information. How is this information secured?
A: The form should be faxed directly to the Vendor Maintenance Group at 713-743-0521. Vendor Maintenance enters the direct deposit information into vendor pages within the UHS Finance System, which only a few people in Finance have access to view. Once the information is entered, the Direct Deposit Authorization Form is stored electronically in a secure location and any paper forms are shredded.