

Employee and Student EFT Instructions

To enroll in the direct deposit program, complete the Employee and Student EFT Enrollment form located here: <https://www.csus.edu/administration-business-affairs/internal/aba-forms.html>

The form itself is fillable online and can be digitally signed and submitted. Help information for each field can be found by hovering over any field with your mouse pointer.

Note that this form is designed only for employees and students to the university. This form is used for the direct deposit of payments made by Accounts Payable and Travel only. Payments issued by Student Financial Services and Payroll are governed by different policies and forms. Please contact those respective departments for assistance. Vendors, Suppliers and Independent Contractors should use the Vendor Direct Deposit Form located here

Once the form has been completed, please submit it to Accounts Payable via email at vendordatarecordform@csus.edu. Please allow 3 to 5 business days to complete your request. You will be notified at your email address that your enrollment was completed.

Action Requested

- **Initial Enrollment:** If you are enrolling for the first time, please complete all sections on the form.
- **Cancel Enrollment:** Complete sections 1,2 and 4.
- **Change/Update:** Complete all sections of the form.

Instructions

Section 1 – Action Requested

- **Enroll:** Check the box “Enroll” to complete a new enrollment or re-enrollment after a cancellation.
- **Cancel:** Check the box “Cancel” to cancel your Direct Deposit. All future payments will be in the form of a check.
- **Change/Update:** Check the box “Change/Update” to complete a change to your account, financial institution, bank routing number or bank account number.

Section 2 – Payee Information

- **Full Legal Name:** Complete the name field with your full legal name. Last name, first name, middle name or initial. Please note that your name must match the name on file with your financial institution.
- **Email Address:** Provide an email address where you would like to receive your direct deposit payment notifications.
- **Mailing Address:** Enter your personal mailing address. This information is required in order to authenticate your information.
- **Full Telephone Number:** This should be the number where you can be reached during regular business hours. This number is required in order to reach you in the event of an issue with your direct deposit.
- **Choose Designation:** Check the appropriate box to indicate if you are staff, faculty or student
- **Sac State ID:** If you are staff, faculty or a student at CSUS, your Sac State ID is required to authenticate your enrollment form against our records. This number can be found on your CSUS Employee or Student ID Card.

Section 3 – Banking Information

- **Account Type:** Indicate if your account is a checking or savings account. Only one box must be checked.
- **Bank Account Number:** Enter Bank Account Number. The form has helpful tips to assist you in locating your bank account number from your check (do not use a deposit slip.) If you need assistance, please contact your financial institution. Important: Please carefully double check this information for accuracy prior to submitting the form to Accounts Payable.
- **Bank Routing Number:** Enter your bank routing number. The form has helpful tips to assist you in locating your bank account number from your check (do not use a deposit slip.) Note that the routing number in the United States is also know as the ABA number (ABA stands for the American Bankers Association). If you need assistance, please contact your financial institution. Important: Please carefully double check this information for accuracy prior to submitting the form to Accounts Payable.
- **Financial Institution Name:** Enter the name of your financial institution, i.e., Chase Bank, NA, Schools First Credit Union, Bank of America, etc.
- **Financial Institution Telephone #:** Enter the telephone of your financial institution. This may be either the branch location or the bank’s central number.
- **Financial Institution Branch Address:** Enter the complete street address of your financial institution.

Section 4 – Authorization

- **Enrollment:** Please carefully read and agree to the authorization section. Your signature authorization limits the University to deposit funds into your bank account and, in the event of a deposit made in error, allows CSUS to request from the bank, a corrective reversal of the transaction. This corrective reversal must be in the exact amount of the deposit, no more or less and must be requested from the bank within five (5) business days from date that the deposit was made in error. CSUS will never have access to your bank account and cannot view the details of your banking transactions, account balance or have the ability to make indiscriminate withdraws from your account.
- **Cancel, Change/Update:** The authorization section allows you to update or cancel your direct deposit. A signature is required in order to complete your request.
- **Signature:** Click to digitally sign the form.
- **Print Full Name:** Enter the full name of the applicant.
- **Date:** Enter the date the document was signed.

Frequently Asked Questions

What are some benefits for enrolling in Direct Deposit?

- Fewer trips to your financial institution.
- Convenient and consistent deposit of payments during business travel, vacations or illness.
- Security in the knowledge that checks cannot be lost, stolen or forged.
- Less risk or error due to a lost check or misdirected by the US mail.

What happens after I submit the Enrollment Form?

- The Accounts Payable office will verify your form for completeness and authenticate the data you have provided. Once we have been able to verify your information, all payments you receive through Accounts Payable or Travel will be made by Direct Deposit.
- Please allow 3 to 5 business days to establish your Direct Deposit enrollment. You will be notified by email that your enrollment has been created.
- Any errors or concerns will be resolved with you personally before we establish your enrollment.

Can I have my check deposited into multiple banks?

- Our current system does not allow for deposits made to more than one bank.

Can't you just copy the information I have on file with Payroll?

- Unfortunately, no. We cannot share your personal banking details across campus departments. Also, the enrollment for Payroll will vary from the enrollment for Accounts Payable.
- Note also, Payroll has their own forms, they cannot use the Accounts Payable form to enroll you in their direct deposit program. If you wish to enroll in Direct Deposit for your payroll, please see the Payroll Department for assistance.

When will my Direct Deposit funds be posted to my account?

- As soon as your payment is made by Accounts Payable, a transmission of your payment data will be sent to your financial institution. In general, most deposits are available the next or second business day.
- While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. Some institutions post funds in the afternoon instead of the morning. It is strongly recommended that you check with your financial institution to determine when your funds will be available.

How will I know that my payment has been sent to my financial institution?

- You will be notified at the email address you listed on your enrollment form. This email will show what is being deposited and the date the transaction occurs.
- For security purposes, no sensitive banking information is transmitted in this email.

Can I have my payments deposited to either my checking or savings accounts?

- Yes. Either account is eligible. However, you must designate only one account to receive your funds. If you want a portion of your payment deposited into another account(s), you will need to make those arrangements with your financial institution for a transfer of funds.

Can my payments be deposited directly to an account belonging to that of my spouse, significant other, friend or family member?

- Not if you are not listed on the account. The account to which your payment is deposited must carry your name. If you hold a joint account with the other individual, then it is permissible as long as your name is on the account.

What happens if a payment is rejected by my financial institution?

- If a payment is rejected by your financial institution due to an invalid account number, the Accounts Payable Department will notify you and will remove you from Direct Deposit, and issue a check payment. The reissue check payment will be issued three to five business days after the Accounts Payable Department receives the returned payment from your financial institution.
- You will need to re-enroll in Direct Deposit by completing a new form.

If I am currently on Direct Deposit and want to change financial institutions, how long should I keep my old account open?

- To change/update your account and/or financial institution, complete a new Direct Deposit Enrollment Form with your new information and submit it to Accounts Payable.
- You should keep your old account open until your first payment is deposited into your new account.
- If your old account is closed before you notify Accounts Payable of the change, the payment will be rejected by your financial institution. A replacement check will be issued once the bank returns the payment.

What happens if I closed my account but didn't cancel my Direct Deposit?

- Your financial institution will return the funds to us within 5 to 7 days, stating that your account has been closed. The Accounts Payable Department will cancel the direct deposit on your account. Once the funds have been returned, Accounts Payable will reissue the payment by check.
- You should notify us immediately to cancel your Direct Deposit enrollment before your account is closed.

Privacy Notice

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the California State University, San Bernardino Accounts Payable for the purposes of identification and enrollment processing. It is mandatory to furnish all information requested on this form. Failure to provide the mandatory information may result in the enrollment action not being processed or being processed incorrectly.