



Employee and Student EFT Enrollment

Form applicable for accounts payable payments issued to Employees and Students only

Instructions:

Form applicable to Employees and Students Used to enroll, cancel or update direct deposits issued by the Accounts Payable Department. Once submitted, please allow 3 to 5 business days to complete your request. For security purposes, all information will be validated. For detailed EFT instructions, please visit: <https://www.csus.edu/administration-business-affairs/internal/aba-forms.html>

Section 1 - Action Requested

Enroll Cancel Change/Update

- To enroll, complete all sections
- To cancel, complete sections 1, 2 and 4
- To change/update, complete all sections

Section 2 - Payee Information

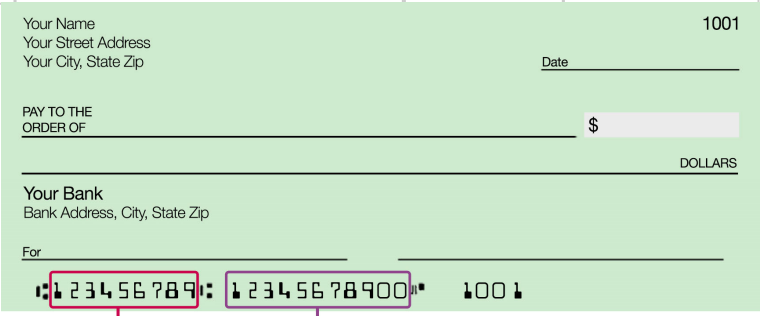
Full Legal Name (Last Name, First Name, Middle Initial):			Email Address (For Direct Deposit Notifications):		
Mailing Address:		City:	State:	Zip Code:	
Full Telephone #:	Please check one: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student			Sac State ID Number:	

Section 3 - Banking Information

Account Type: <input type="checkbox"/> Savings Acct <input type="checkbox"/> Checking Acct		Bank Account Number:	Routing Number (9 Digits):		
Financial Institution Name:			Financial Institution Telephone #:		
Financial Institution Branch Address:		City:	State:	Zip Code:	

Where are my Account and Routing Numbers?
 Routing and account number information needed for this form can be found on one of your personal checks (do not use a deposit slip). You may also log onto your account online or call your bank to obtain this information.

The routing number is the 9 digit number as shown in the example. The account number can be up to 17 characters long and contains only digits and possibly hyphens. If the bank account number printed on your check contains spaces, do not enter the spaces. If you need assistance, contact your Financial Institution. You **do not** need to attach a voided check to this form.



Example of a U.S. Bank Check

Section 4 - Authorization

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California State University, Sacramento (CSUS) to credit any reimbursement due to me via electronic fund transfer ("EFT") to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUS to withdraw funds from the above referenced bank account owned by me via EFT debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CSUS including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until canceled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

I understand that, per CSUS travel policy and procedures, a travel advance is due and payable within 30 days after a trip is completed. If my completed travel expense claim shows that I did not use the entire advance requested, I am still responsible for the entire advance amount. I will repay any outstanding advance balance to the Bursar's office in Lassen Hall, Room 1001, and attach the receipt to my travel expense claim when submitting to the Accounts Payable Office in Modoc Hall, Room 3005 for processing. My acceptance of a travel advance payment authorizes collection activities. Failure to comply with this policy will result in collection activities that may include internal and external collection efforts, deduction from future travel expense claims, and/or tax refund offset.

Signature of Account Holder:	Print Full Name:	Date:
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