



Disbursements Direct Deposit Authorization Form (ACH)

If you are a UCSD employee enrolled in Payroll Direct Deposit, you do not need to complete this form

The University of California San Diego's (UCSD) method of issuing payment is to process a direct deposit to the payee's bank account via the Automated Clearing House (ACH) system. After payment has been issued to the designated financial institution, availability of funds is subject to the financial institution's policies. For additional information visit <http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/>

Please Check One: New Change Discontinue Direct Deposit

Payee/ Supplier Name: _____
(Last Name, First Name, MI)

Payee/Supplier Remit to Address:
Please complete one ACH form per remit to address.

Direct Deposit Confirmation Email Address: _____

Please complete one of the following options:

UCSD Employee ID: _____ Last Four Digits of SSN: _____ Full FEIN: _____
(Required for employees)

United States Financial Institution Information (Required):

Bank Name: _____

Routing Number: _____ Account Number: _____

I hereby authorize University of California, San Diego (UCSD) to initiate credit entries to my

(Select one) Checking Savings account at the depository named above

This authority is to remain in full force and in effect until UCSD has received written notification from me of its termination in such time and in such manner as to afford UCSD and DEPOSITORY a reasonable opportunity to act on it. In the event that UCSD deposits funds erroneously into my account, I authorize UCSD to debit my account for an amount not to exceed the original amount of the erroneous credit.

Print/Type Name: _____ Date: _____

Signature: _____ Work Phone: _____

Please return the completed form to UCSD Disbursements

Employees: BFSupport (Category: Adding/Updating Suppliers or Payees; Sub-Category: Direct Deposit/ACH for Payees or Suppliers).

Non-employees: Email completed form to directdp@ucsd.edu. **Enter "ACH Form Attached" in the subject line.**

Internal Use Only: Entered by _____ Change _____ VC _____ Audited _____