Authorization Agreement for Automatic Disbursements Direct Deposits
for Employees of UCSD (ACH Credits)

The University of California San Diego's (UCSD) preferred method of issuing payment is to process a direct deposit to the payee's bank account via the Automated Clearing House Credit (ACH Credits) system. UCSD will E-mail a confirmation document to provide you with the necessary information for identifying the deposit.

Please fill in the information below and return this form to:

University of California, San Diego
Disbursements Division
DDD - Mail Code 0955
9500 Gilman Drive
La Jolla, CA 92093-0955

For questions regarding the status of a direct deposit, or to change your banking institution, or account number, please notify Disbursements at (858) 534-0815.

Check One: ( ) New ( ) Change ( ) Discontinue ACH

Name: _____
(Last Name, First Name, MI)

Address: _____

_____

_____

_____

Employee Number: _____ **E-mail Address:** _____

Financial Institution (Information Required):

Name of Bank: _____ **Branch:** _____

City: _____ **State:** _____ **Zip:** _____

Transmittal/ABA Number: _____ **Account Number:** _____

I hereby authorize the University of California, San Diego (UCSD) to initiate credit entries to my
( ) Checking ( ) Savings account (select one) 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.

Name: _____ **Date:** _____

Work Phone: _____ **Fax:** _____

Signature: _____

Please attach a copy of a voided check or an account deposit slip from either your checking or savings account, whichever is applicable.