

**University Of California, Santa Barbara
Accounting Services & Controls - Payroll Division
Payroll Deposit Authorization Form**

Employee Name:	(Last, First, Middle Initial)
Employee ID No. (Perm & SSN are not employee IDs)	
Employee Phone Number	() -
Work Extension	
Home Department	
Employee Email:	
Name of your Financial Institution	

Payroll Check:

Type: CHECKING Account Number _____

SAVINGS Transit Routing Number _____

I hereby authorize the University of California, to deposit my net pay via electronic transfer of funds, to my above account in my designated financial institution. This authorization will remain in effect until cancelled in writing.

Employee's Signature

Date

Please Note: Staple A Voided Check in This Area

1. Because we have to prenote your account with your bank, your first Direct Deposit to your bank will occur after you receive one last paper check.
2. Do not write checks against your account unless you received a Direct Deposit advice.
3. If you change banks or accounts within your bank, you need to complete another Direct Deposit Authorization Form.
4. Please verify your transit routing number and account number with your Financial Institution.
5. The University is not responsible for delays in your direct deposit or errors with your account/routing number if forms are submitted without a voided check.
6. If you close your account, please contact ext. 3654 (Payroll) and/or ext. 4288 (Disbursements) Immediately.
7. If you did not inform the Payroll Office timely that you have closed your bank account, you will not be refunded for that deposit until such time as the bank returned the funds to the University.