

Direct Deposit Form: Non-Payroll



Complete and submit this form along with the **required supporting bank account information** (see page 2) to begin, change, or cancel non-payroll direct deposit.

To submit via email:

send scanned form and documentation to:
studentssvcdesk@ucsf.edu

To submit via U.S. mail:

send form and documentation to:
1855 Folsom Street, Suite #425
San Francisco, CA 94143-0812

Please complete all fields below:**Choose one of the following:**

- BEGIN** direct deposit request
- CANCEL** direct deposit request
- CHANGE** direct deposit request

Last Name:**First Name:****Middle Initial:**

UCID: 0 2

Last Four Digits of SSN:**Current Mailing Address:****Street:****City:****State:****Zip:****Phone:****e-mail Address:****Declaration and Signature**

I, the undersigned, have provided the necessary account and financial institution information and authorize deposit of my payment to said account. I have also provided either appropriate bank documentation or a voided personal check attached to this completed form that verifies my bank routing number and account number.

If the University of California San Francisco or its agents deposit funds into my account by mistake, I authorize University of California San Francisco or its agents to withdraw those funds. I understand the direct deposit may begin/continue at least one month after the Accounts Payable Department receives my written request to begin/cancel. During this period, payment will be made by check sent to the mailing address provided. I release University of California San Francisco or its agents from liability for delays or for errors beyond their reasonable control or for any related damages. In the event of an error, I also authorize the initiation of debit to my account to correct the error.

Payee Signature: _____ Date (mm/dd/yy): _____

Privacy and Notifications**STATE**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply personal information about themselves. The principal purpose for requesting this information on this form is to verify your identity and set-up your account to receive direct deposit of non-payroll payments. Furnishing your name, address, and bank account information on this form is mandatory – failure to provide such information will delay or may even prevent the payment for which this form is being filled out. Information on this form is used by University departments for non-payroll payments, and may be transmitted to the State and Federal government as required by law. Individuals have the right of access to this record as it pertains to themselves.

Campus Accounting Officers are responsible for maintaining the information contained on this form.

FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The social security number is used to verify your identity.

FOR CONTROLLER'S OFFICE USE ONLY:			
Student Accounts - Initials:	Date:	Accounts Payable - Initials:	Date:

Non-Payroll Direct Deposit Request Form

Additional Information for Completing the UCSF Non-Payroll Direct Deposit Request Form

Submit one of the following forms of valid bank information as verification of your bank account for use with direct deposits:

- Voided check or deposit slip that has your pre-printed address or one-time check preprinted by your bank with your name and address on it along with the necessary identifying numbers as demonstrated below.
- Bank provided letter or form that includes instructions to the payer for direct deposit. This must be an official letter from the bank, not a form that the bank gives you to complete. The letter must include your name, your address, your bank account number, and the bank routing number.
- A picture of the applicable portion of your online statement that shows your name, address, bank account number, and routing number.

The images below indicate where the information required to set-up direct deposit is displayed for a few major U.S. financial institutions.

Bank of America voided check. The check is dated 10/10/13 and is payable to the order of the account holder. The account number is 123456789 and the routing number is 123456789. The check number is 1001. The check is voided and the account number and routing number are highlighted in yellow.

Bank of America account summary statement. The statement shows the account number 0000 9999 9999 and the routing number 123456789. The statement also includes the account holder's name, address, and contact information.

Chase online banking account summary. The summary shows the account number 123456789 and the routing number 123456789. The summary also includes the account holder's name, address, and contact information.

Checking Account Services routing number translation table. The table lists the routing numbers for various regions, including Arizona, California, Colorado, Connecticut, and Florida.

Region	Routing/Transit Number
Arizona	122100024
California	322271627
Colorado	102001017
Connecticut	021100361
Florida	267084131

Checks that have pre-printed out of state addresses are acceptable, as long as your bank account and routing number will remain the same. You do not need to change bank accounts. However, it is important that once you have a San Francisco/Bay Area address, you update this information in the Student Portal as well as updating the residential address associated with your bank account to your new local address. *(If appropriate, the Registrar's Office may require proof that you have updated the address associated with your bank account(s) to your local address when determining California residency.)*

Please be aware that if you do not submit a direct deposit request or any information is missing from the form, Student Accounting will process your payments as a paper check. Paper checks take longer and are less secure. It is important that you maintain your current local address in the Student Portal since any paper checks will be sent to this address.