

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. A confirmation document will be sent to you via email with the necessary information to identify the deposit. 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/

	One:	New	_Change	Discontinue Direct Deposit
Payee/ Supplier Name:				
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United States Financial Institution Bank Name: Routing Number: I hereby authorize University of Cali (Select or This authority is to remain in full for such manner as to afford UCSD ai	ifornia, San Diegone)Checkorce and in effect nd DEPOSITORY	o (UCSD) to inition of the control o	Account Number Account Number Account Security to actount to account not to	tries to my t at the depository named above a notification from me of its termination in such time and in t on it. In the event that UCSD deposits funds erroneously exceed the original amount of the erroneous credit.

Please return the completed form to UCSD Disbursements, using one of the following options:

- ASK (Category: Adding/Updating Suppliers or Payees; Sub-Category: Direct Deposit/ACH for Payees or Suppliers).
- If you do not have Single Sign-On access, email the form to <u>directdp@ucsd.edu</u>. <u>Enter "ACH Form Attached" in the subject line.</u>

For questions regarding the status of a direct deposit, or for help with making changes to your deposit account information, please submit inquiries to ASK. If you do not have Single Sign-On access, please contact us by email at directdp@ucsd.edu.