



California State University, San Bernardino
Accounts Payable Department
5500 University Parkway, Sierra Hall SH105
San Bernardino, CA 92407
Phone: 909-537-5155
Email: payables@csusb.edu

Employee, Student, Guest Direct Deposit Enrollment

Form applicable for accounts payable payments issued to employees, students, candidates visiting guests only.

Instructions:

Form applicable to Employees, Students, Candidates, Visiting Guests Used to enroll, cancel or update direct deposits issued by the Accounts Payable Department. Once completed and signed, please return to the following email address: payables@csusb.edu Allow 3 to 5 business days to complete your request. For security purposes, all information will be validated. For detailed direct deposit instructions, please visit: <https://www.csusb.edu/accounts-payable/procedures> Attention Vendors or Independent Contractors, use the "Vendor Direct Deposit Enrollment" located here: <https://www.csusb.edu/accounts-payable/forms-documents>

Section 1 - Action Requested

Enroll

Cancel

Change/Update

- To enroll, complete all sections
- To cancel, complete sections 1, 2 and 4
- To change/update, complete all sections

Section 2 - Payee Information

Full Legal Name (Last Name, First Name, Middle Initial):			Email Address (For Direct Deposit Notifications):	
Mailing Address:		City:	State:	Zip Code:
Full Telephone #:	Please check one: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Visitor/Candidate			Coyote ID (9 Digits):

Section 3 - Banking Information

Account Type: <input type="checkbox"/> Savings Acct <input type="checkbox"/> Checking Acct	Bank Account Number:	Routing Number (9 Digits):	
Financial Institution Name:		Financial Institution Telephone #:	
Financial Institution Branch Address:	City:	State:	Zip Code:

Where are my Account and Routing Numbers?

Routing and account number information needed for this form can be found on one of your personal checks (do not use a deposit slip). You may also log onto your account online or call your bank to obtain this information.

The routing number is the 9 digit number as shown in the example. The account number can be up to 17 characters long and contains only digits and possibly hyphens. If the bank account number printed on your check contains spaces, do not enter the spaces. If you need assistance, contact your Financial Institution. You do not need to attach a voided check to this form.

Your Name Your Street Address Your City, State Zip	1001
Date	
PAY TO THE ORDER OF \$	
DOLLARS	
Your Bank Bank Address, City, State Zip	
Example of a U.S. Bank Check	
For	
⑆ 23456789 ⑆	⑆ 2345678900 ⑆ 1001
Routing Number	Account Number

Section 4 - Authorization

I authorize the California State University, San Bernardino (CSUSB) to issue deposit payments into the account as indicated on this form. Further, I authorize CSUSB the ability to recover any overpayments made in error by issuing an associated debit entry to my account. Further, I agree not to hold CSUSB responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. It is my responsibility to notify Accounts Payable of any changes to said bank account in a timely manner. This authorization will remain in effect until cancelled in writing. A new authorization form will be completed if I change my bank account, close my bank account, or change financial institutions. Funds that are rejected by the financial institution will revert to a paper check until an updated form is received by Accounts Payable.

Signature of Account Holder:	Print Full Name:	Date:
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