

## Disbursements Direct Deposit Authorization Form (ACH)

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.

**It is your responsibility to verify deposit with your financial institution prior to accessing the funds.**

Check One:         New                       Change                       Discontinue Direct Deposit

Payee/Supplier Name: \_\_\_\_\_  
(Last Name, First Name, MI)

Payee/Supplier Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Direct Deposit Confirmation Email Address: \_\_\_\_\_

Please complete only one of the options below:

UCSD Employee Number: \_\_\_\_\_        **NON-EMPLOYEE ONLY**  
Last 4 Digits of Tax ID Number: \_\_\_\_\_  
(FEIN/SSN)

### Financial Institution (Information Required):

Bank Name: \_\_\_\_\_

Routing/ABA Number: \_\_\_\_\_        Account Number: \_\_\_\_\_

*I hereby authorize the University of California, San Diego (UCSD) to initiate credit entries to my*

*(select one)         Checking         Savings        account 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. In the event that UCSD deposits funds erroneously into my account, I authorize UCSD to debit my account for an amount not to exceed the original amount of the erroneous credit.*

Print/Type Name: \_\_\_\_\_        Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_        Fax: \_\_\_\_\_  
(Area Code & Phone #)

Signature: \_\_\_\_\_  
(Required)

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

1. BFSupport (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 to: [directdp@ucsd.edu](mailto:directdp@ucsd.edu).*

**Enter "ACH Form Attached" in the Subject Line.**

OR

2. Fax to Direct Deposit Request at: (858) 534-4621

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