

DIRECT DEPOSIT/DIRECTPAY **AUTHORIZATION**

Foundation Use Only						
	Date printed	Foundation Employe	ee ID # Vei	ndor ID#		
EMPLOYEE INFORMATION						
					Phone #	
Last Address	First	M.I.	Campus E-mail Add	ress	Phone #	
Address						
Street	City		State	Zip		
BANK ACCOUNT IN	FORMATION					
Account Type:		Bank Name:				
Routing No.	Acco	ount No.				

TERMS AND CONDITIONS

I authorize the California State University, Dominguez Hills Foundation to initiate credit and/or debit entries into the account and financial institution indicated above.

I understand and agree that this enrollment applies to all payroll and accounts payable transactions.

I understand and agree that the origination of any and all ACH transactions must comply with the applicable provisions of U.S. law.

I understand and agree that future disbursements made to me will be processed through electronic ACH once this form is received and processed. I understand that this cannot be modified except through deactivation of my enrollment.

I understand that deposits will be made to the account and financial institution approximately two (2) business days after the processing date described above, and that any delays in this process are outside of the control of the California State University, Dominguez Hills Foundation.

I understand and agree that this authorization will remain in full force and effect until the California State University, Dominguez Hills Foundation receives written notification from me of its termination (through the submission of this form with the "deactivate" selection) in such time and in such manner as to afford the California State University, Dominguez Hills Foundation and the banking institution indicated above a reasonable opportunity to act on it.

I understand and agree that this authorization and agreement shall apply to all payments made by any of the auxiliary entities administered by the California State University Dominguez Hills Foundation, including the Associated Students, Inc., Loker Student Union and the Philanthropic Foundation.

	AUTHORIZATION	FOR DIRECT PAY AND DIRECT DEPOSIT			
	Activate	De-Activate			
	Name (Print)				
	Signature	Date			
Please submit to:		CSUDH Foundation			

SODH Foundation

1000 E. Victoria Street, Carson, CA 90747, SCC-2, Room 202

* Please attach supporting documents from bank, either in the form of a voided check or otherwise. Do not e-mail this form.



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(Do not attach this page when submitting form)

WHERE TO FIND ROUTING AND ACCOUNT NUMBER

The image below shows how to locate your account number and routing number.

The line of numbers and special symbols at the bottom of one of your personal checks contains the information you need to make your direct deposit election.

Routing/Transit Number Your routing/transit number is the nine digit number which appears furthest to the left at the bottom of your personal check.

Account Number Your account number usually appears to the right of the routing-transit number. It can be up to 17 positions in length and contains only digits and possibly hyphens. If the account number printed on your check contains spaces, you don't need to enter the spaces.

Note: Some banks display the check number to the left of the account number. Be sure you don't include the check number as part of the account number.