



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/>

Please Check One: New Change Discontinue Direct Deposit

Payee/ Supplier Name: _____
(Last Name, First Name, MI)

Payee/Supplier Remit to Address:
Must be United States physical address. Suppliers: please complete one ACH form per remit to address:

Direct Deposit Confirmation Email Address: _____

Please complete one of the following options:

UCSD Employee ID: _____ Last Four Digits of SSN: _____ Full FEIN: _____
(Required for employees) (Individual/Sole Proprietorship) (Company)

United States Financial Institution Information (Required):

Bank Name: _____
Routing Number: _____ Account Number: _____

I hereby authorize 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: _____

Signature: _____ Work Phone: _____

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

1. 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 directdp@ucsd.edu. Enter "ACH Form Attached" in the subject line.
 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 ASK. If you do not have Single Sign-On access, please contact us by email at directdp@ucsd.edu.