![CalPolyPomona logo]

Employee Reimbursement
Direct Deposit Enrollment Authorization

University Accounting Services
Accounts Payable
3801 W. Temple Ave, 121-East-2160 | Pomona, CA 91768
Email: cpp-ap@cpp.edu

Instructions for Completion:

1. This form is used to establish direct deposit for employee reimbursements processed through Accounts Payable. **This form is not to be used for payroll direct deposit.**
2. Please complete the form in its entirety, based on the type of request selected. (all fields are required)
3. Attach a pre-printed check to the form below. Write "VOID" across the face of the check.
4. For security purposes, do **not** send the completed form through campus mail using an unsecured inter-office envelope. Hand deliver the original form to Accounts Payable at the location noted above. Faxes, emails or copies of the form will **not** be accepted or processed.
5. Please allow 10 business days for processing.

I. Type of Request (Check appropriate box below)

Select One:

New Authorization (Complete Sections II, III, IV & Voided Check Copy)

Delete Authorization (Complete Sections II & IV)

Change Bank or Account Information (Complete Sections II, III, IV & Voided Check Copy)

II. Employee Information

Last Name   MI   First Name

Address   City   State   Zip Code

Position Title   Date of Birth   Email

Department   BroncoNumber   Phone Ext.

III. Banking Information

Bank Name

Bank Address

Account Number   9-Digit Routing Number[1]

Account Type:

Checking Account   Savings Account

[1] Please verify the routing number with your financial institution.

IV. Authorization

I hereby authorize Cal Poly Pomona (CPP) to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH) to the bank and bank account owned by me referenced above. Further, I hereby authorize CPP to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CPP including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing through submission of the appropriate form. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions. I understand that CPP requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer. I further understand that it is my responsibility to check with my banking institution to ensure fees are not associated with the acceptance of automated clearinghouse electronic fund transfers into or out of the account referenced above.

Employee's Signature   *Date*

ATTACH A VOIDED,
PRE-PRINTED CHECK
HERE

Direct deposit cannot be processed without a voided check

Note: If you do not have checks, select option below:

Information from financial institution is attached, including routing number

Copy of current direct deposit on file with Payroll Department is attached

University Accounting Services Use Only

PeopleSoft Supplier ID: Request Processed by:

Date Request Processed: