



The **Foundation** for
California State University,
San Bernardino

5500 University Parkway, San Bernardino, California 92407-2397

DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

SECTION A

NAME: _____	TYPE OF ACTION:	<input type="checkbox"/>	NEW	<input type="checkbox"/>	ADD
		<input type="checkbox"/>	CHANGE	<input type="checkbox"/>	CANCEL
CELL PHONE #: _____	DEPT NAME: _____				

SECTION B (Please attach a voided check for verification)

TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	AMOUNT OF DEPOSIT FOR EACH PAYROLL
ROUTING NUMBER	DEPOSITOR ACCOUNT NUMBER
FINANCIAL INSTITUTION NAME & PHONE NUMBER ()	FINANCIAL INSTITUTION ADDRESS & BRANCH ADDRESS

TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	AMOUNT OF DEPOSIT FOR EACH PAYROLL
ROUTING NUMBER	DEPOSITOR ACCOUNT NUMBER
FINANCIAL INSTITUTION NAME & PHONE NUMBER ()	FINANCIAL INSTITUTION ADDRESS & BRANCH

SECTION C

CHECK APPROPRIATE BOX

- I hereby authorize the Foundation for CSUSB to provide for direct deposit of any salary or wages due to me, less any mandatory or authorized withholding or deductions there from, in the above designated account(s). Please note that the changes will not be effective until the second paycheck.
- I hereby authorize the Foundation for CSUSB to **change** my direct deposit account.
- I hereby **cancel** my Direct Deposit authorization.

In the event of a credit entry error, I authorize The Foundation for California State University San Bernardino to initiate debit entries and adjustments to correct the error. I am aware it is possible for the direct deposit to be delayed due to unforeseen circumstances beyond our control. I understand it will take 2 payrolls to activate my direct deposit.

Signature

Date

This authorization remains in full force and effect until the Foundation for CSUSB's Office receives written notification from the employee of its termination, or until the Foundation for CSUSB's Office deems it necessary to terminate the agreement.