## **Direct Deposit Form: Non-Payroll**



Complete and submit this form along with the required supporting bank account information (see page 2) to begin change, or cancel non-payroll direct deposit.

### To submit via email:

send scanned form and documentation to: studentssvcdesk@ucsf.edu

### To submit via U.S. mail:

send form and documentation to: 1855 Folsom Street, Suite #425

	San Francisco, CA 94143-0815			
Please complete all fields below:				
Choose one of the following:  BEGIN direct deposit request  CANCEL direct deposit request  CHANGE direct deposit request				
Last Name:	First Name:		Middle Initial:	
UCID: 0 2	Last Four Digi	its of SSN:		
Current Mailing Address:				
Street:				
City:	State:	Zip:		
Phone:	e-mail Address:			
Declaration and Signature				
I, the undersigned, have provided the nemy payment to said account. I have also attached to this completed form that veri	o provided either	appropriate bank docun	nentation or a voided personal check	
If the University of California San Francis California San Francisco or its agents to one month after the Accounts Payable D payment will be made by check sent to the agents from liability for delays or for erro error, I also authorize the initiation of delays	withdraw those for the mailing address beyond their re	funds. I understand the dives my written request to ss provided. I release Uneasonable control or for a	begin/cancel. During this period, iversity of California San Francisco or its	
Payee Signature:		Date (mm/dd/yy):		
Privacy and Notifications				

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply personal information about themselves. The principal purpose for requesting this information on this form is to verify your identity and set-up your account to receive direct deposit of non-payroll payments. Furnishing your name, address, and bank account information on this form is mandatory - failure to provide such information will delay or may even prevent the payment for which this form is being filled out. Information on this form is used by University departments for non-payroll payments, and may be transmitted to the State and Federal government as required by law. Individuals have the right of access to this record as it pertains to themselves.

Campus Accounting Officers are responsible for maintaining the information contained on this form.

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The social security number is used to verify your identity.

FOR CONTROLLER'S OFFICE USE ONLY:					
Student Accounts - Initials:	Date:	Accounts Payable - Initials:	Date:		

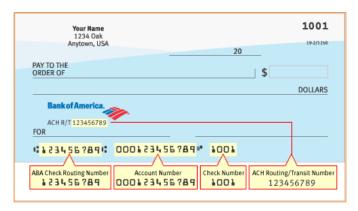
# Non-Payroll Direct Deposit Request Form

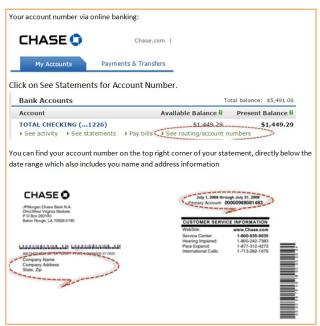
## Additional Information for Completing the UCSF Non-Payroll Direct Deposit Request Form

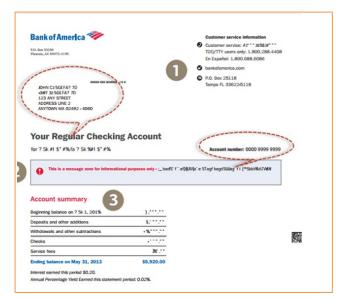
Submit one of the following forms of valid bank information as verification of your bank account for use with direct deposits:

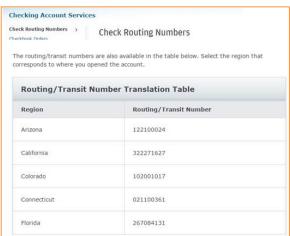
- a. Voided check that has your pre-printed address or one-time check preprinted by your bank with your name and address on it along with the necessary identifying numbers as demonstrated below.
- b. Bank provided letter or form that includes instructions to the payer for direct deposit. This must be an official letter from the bank, not a form that the bank gives you to complete. The letter must include your name, your address, your bank account number, and the bank routing number.
- c. A picture of the applicable portion of your online statement that shows your name, address, bank account number, and routing number.

The images below indicate where the information required to set-up direct deposit is displayed for a few major U.S. financial institutions.









Checks that have pre-printed out of state addresses are acceptable, as long as your bank account and routing number will remain the same. You do not need to change bank accounts. However, it is important that once you have a San Francisco/Bay Area address, you update this information in the Student Portal as well as updating the residential address associated with your bank account to your new local address. (If appropriate, the Registrar's Office may require proof that you have updated the address associated with your bank account(s) to your local address when determining California residency.)

Please be aware that if you do not submit a direct deposit request or any information is missing from the form, Student Accounting will process your payments as a paper check. Paper checks take longer and are less secure. It is important that you maintain your current local address in the Student Portal since any paper checks will be sent to this address.