



SAN DIEGO STATE
UNIVERSITY

**ACCOUNTS PAYABLE
DIRECT DEPOSIT AUTHORIZATION FORM**

Full Name: _____ RED ID#: _____

SDSU Email address: _____ Extension/Phone #: _____

Check one:

Faculty/Staff Department: _____

Student **** (IRA only)** Department: _____ Dept. Contact: _____

IF YOU ARE SETTING UP A NEW OR CHANGING AN EXISTING DIRECT DEPOSIT, YOU MUST ATTACH A CHECK MARKED "VOID" OR PROOF OF ROUTING AND ACCOUNT NUMBER FROM YOUR BANK.

To set up a **NEW Direct Deposit:**

Bank Name	
Routing Number	
Account Number	
Type of Account (circle one)	Checking Savings

To **CHANGE a current Direct Deposit:**

Old Bank Name		New Bank Name	
Old Routing Number		New Routing Number	
Old Account Number		New Account Number	
Type of Account (circle one)	Checking Savings	Type of Account (circle one)	Checking Savings

To **CANCEL a Direct Deposit:**

Bank Name	
Routing Number	
Account Number	
Type of Account (circle one)	Checking Savings

FACULTY/STAFF: I hereby authorize San Diego State University to make the deposits/changes indicated above for electronic funds transfer for travel and other reimbursement payments issued by Accounts Payable. (For payroll direct, deposit a separate form must be submitted to Human Resources at hr.sdsu.edu). SDSU is also authorized to draw drafts to adjust any OVER-deposit(s) made in error to my account. I will not hold my bank liable for any erroneous deposits or adjustments by SDSU.

*****STUDENTS:*** I hereby authorize San Diego State University to make the deposits/changes indicated above for electronic funds transfer of IRA payments issued by Accounts Payable. (For direct deposit of financial aid or scholarships, submit your information online to Student Account Services at sdsu.edu/sas). SDSU is also authorized to draw drafts to adjust any OVER-deposit(s) made in error to my account. I will not hold my bank liable for any erroneous deposits or adjustments by SDSU.

Signature: _____ Date: _____

Supplier Technician Use only Date Received: _____ Date Entered : _____	Supplier Number: _____ Bank Changes: (Name) _____ (Signature) _____
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