



Student Business Services
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ELECTRONIC FUNDS TRANSFER (EFT)

AUTHORIZATION FOR STUDENTS

THIS FORM MUST ACCOMPANY OFFICIAL BANK DOCUMENTATION

Page 1 of 1

INSTRUCTIONS - **THIS FORM MUST ACCOMPANY OFFICIAL BANK DOCUMENTATION**

Please complete this form and **attach official bank documentation** as requested. Acceptable bank documentation includes a voided check or pre-printed deposit slip. Bank documentation must include pre-printed information such as name, address, and account information. Bank account **MUST** be in the name of the person making the EFT request. Mail completed and signed form to the address above or drop off at Campus Cashiering Services. Electronic versions of this form are not accepted and will not be processed.

SECTION 1: STUDENT CONTACT INFORMATION

Student's Name: _____ Student's ID #: _____
(Last, First, Middle Initial)
Street Address: _____ City, State, Zip: _____
Phone Number: _____ Email Address: _____

SECTION 2: TYPE OF REQUEST

Please check one box from the following:

☐ New EFT: Continue to Section 3 ☐ Change EFT: Continue to Section 3 ☐ Cancel EFT: Skip to Section 5

SECTION 3: BANKING INFORMATION

Bank Name: _____
Address: _____
Routing Transit #: _____
Account #: _____
Account Type (please check one box): ☐ Checking ☐ Savings

SAMPLE CHECK

Billy Bobcat
123 Bobcat Lane
Merced, CA 95344
Check Number: 1234
Date: _____
Pay to the Order of: **VOID** \$ _____ Dollars
Bank Information
Routing #: _____ Account #: _____
For: _____ Memo: _____
①: 321181613 ②: 4436712143 ③: 1234 ← Do not include Check Number

Note: Attach bank documentation that includes pre-printed information such as name, address, and account information.

SECTION 4: INTERNATIONAL ACH TRANSACTION CONFIRMATION

Effective immediately, the US Department of Treasury has issued a new mandate requiring UC Merced to report any direct deposit of refunds to student accounts IF these funds will immediately be transferred to a foreign bank. Please check one box from the following:

- ☐ No, I do not plan to transfer my UC Merced EFT, immediately, to a financial institution located outside the territorial jurisdiction of the United States.
- ☐ Yes, I do plan to transfer my UC Merced EFT, immediately, to a financial institution located outside the territorial jurisdiction of the United States.
- If you answered **Yes** to this question, **stop!** You may not set up EFT with UC Merced if you are planning to transfer the funding to a financial institution outside of the US. Instead, your refunds must be issued as checks.

SECTION 5: AUTHORIZATION FOR NEW ELECTRONIC FUNDS TRANSFER

My signature below authorizes: 1) the University of California, Merced to deposit the above named student refund (including any refund from Title IV disbursement of aid) via electronic transfer of funds, and to initiate, if necessary, debit entries and adjustments for any credit entries in error; 2) my financial institution to credit the above named student refund to my account. I understand that a new EFT Authorization form must be completed and signed if I change my account, close my account, or change financial institutions and this EFT Authorization will remain in effect until cancelled or upon separation from the University. I understand that if I receive money that I am not entitled to, I am responsible for repayment.

SECTION 6: SIGNATURE & DATE

Legal Signature of Bank Account Holder _____

Date _____

FOR SBS USE ONLY

Date Entered in BANNER: _____ By: _____ Bank Table: _____ Notice for PAC: _____
Date Verified in BANNER: _____ By: _____

Attach voided check or deposit slip