



## Authorization Agreement for Electronic Fund Transfer (EFT)

Use this form to start, add, change or cancel payroll direct deposits. A separate form is required for each separate deposit.

**Check One:**  New (1<sup>st</sup> time)  Add an Account  Change an Amount  Cancel an Account

**Pay Period Deposit Amount Requested:** \_\_\_\_\_ Net Check OR \$ \_\_\_\_\_ Dollar Amount if other than net (\$10 Minimum)

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Branch

\_\_\_\_\_  
City

\_\_\_\_\_  
State and Zip Code

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

I authorize Chico State Enterprises to initiate credit entries and to initiate, if necessary, debit entries and adjustments, at the Depository named above, for any credit entries in error to my:

Select One: ( ) Checking ( ) Savings

I understand that if I participate in this program I will be subject to the Chico State Enterprises Cycle 1 or 2 pay schedule available on the Chico State Enterprises website. My direct deposit posting will occur according to my regularly scheduled pay day.

I will not hold Chico State Enterprises responsible for any delay or loss of funds or bank charges, should they occur, due to incorrect or incomplete information supplied by me or my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

In addition, I am aware that the Federal Reserve does not allow weekends and/or holidays as posting dates.

This authorization is to remain in full force and effect until Chico State Enterprises has received written notification from me of its termination in such time and in such manner as to afford Chico State Enterprises and the Depository a reasonable opportunity to act on it.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

**Note:** Any change in depository information requires that a new form be submitted.

Please submit authorization forms via the secure [Employee Personnel Change Document\(s\) Submission link](#) on the CSE website.