



**Purpose:** This form is to be used to request direct deposit for all Accounts Payable (AP) disbursements.

**INSTRUCTIONS FOR COMPLETION OF THIS FORM**

- Read the Terms of Agreement and Authorization below.
- Sign, date, and save the form to PDF.
- Submit the completed form through one of two secure file transfer tools:
  1. **CSU BOX** [Document Submission Folder](#).
    - Drag and drop files for secure transfer.
    - Click "Submit".
  2. **CSU MOVEit** (available for campus employees only)
    - Register for MOVEit by visiting [CSU MOVEit Transfer](#).
    - Authenticate with your campus user name and password (campus credentials) and DUO.
    - Select "Send Package."
    - Email to Lenora Goni at [lgoni@csuchico.edu](mailto:lgoni@csuchico.edu), complete subject and notes sections and attach file.
    - Click the red "Send" box.
    - Requestor will be notified when the setup is complete.

**TERMS OF AGREEMENT**

- I have read and understand the California State University, Chico Accounts Payable Direct Deposit Program Information.
- I understand that I am responsible for verifying with my bank that my account has been credited.
- I agree to promptly notify Accounts Payable of changes in my financial institution account status.
- I authorize Accounts Payable to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to the account specified below.
- I authorize the financial institution named below to process the credit and/or debit entries initiated by California State University, Chico Accounts Payable.

**AUTHORIZATION**

Payee Name: \_\_\_\_\_ Campus ZIP: \_\_\_\_\_

Chico State ID: \_\_\_\_\_ CSU, Chico Email Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Bank Routing Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Before enrolling in the Accounts Payable Direct Deposit program, carefully review the following frequently asked questions. This information provides answers to questions most frequently asked by employees considering Direct Deposit.**

#### **WHAT IS DIRECT DEPOSIT?**

Direct Deposit is a program allowing automatic deposit of reimbursement funds directly to a financial institution.

#### **WHAT ARE SOME OF THE REASONS FOR ENROLLING IN DIRECT DEPOSIT?**

- Avoid lines at a financial institution.
- Convenient deposit of reimbursement in spite of business absences, vacations or illnesses.
- Security in knowing a reimbursement check cannot be lost, stolen or forged.

#### **WHAT FINANCIAL INSTITUTIONS PARTICIPATE IN THE DIRECT DEPOSIT PROGRAM?**

Any financial institution depositing through the Federal Reserve Bank System may be used by an employee.

#### **HOW DO I SIGN UP FOR DIRECT DEPOSIT?**

Individuals wishing to enroll in the program must complete an Accounts Payable Direct Deposit Enrollment Authorization Form available online at <https://www.csuchico.edu/fin/resources/forms.shtml>

#### **WHAT HAPPENS AFTER I SUBMIT THE ENROLLMENT FORM?**

Accounts Payable will verify the applicant's employment and may verify the account submitted is active at the designated financial institution. Verification may take up to 10 days. Upon verification of employment and account status, all reimbursements from Accounts Payable will be made by Direct Deposit.

#### **AFTER THE ACCOUNTS PAYABLE OFFICE RECEIVES MY FORM, HOW LONG WILL IT TAKE FOR THE CHANGE TO OCCUR?**

Direct Deposit of reimbursements are expected to begin within 3 to 10 days after the request form is received by Accounts Payable. Upon verification all reimbursements will be issued through Direct Deposit.

#### **HOW WILL I KNOW IF/WHEN MY REIMBURSEMENT CHECK HAS BEEN SENT TO MY FINANCIAL INSTITUTION?**

Provided all reimbursement/travel documents are complete when submitted to Accounts Payable, every effort will be made to process a Direct Deposit reimbursement in 5 to 7 working days. An email confirmation will be sent to the email address listed on the enrollment form when payment has been processed. It is the responsibility of the person requesting the reimbursement to verify the deposit with the financial institution.

#### **CAN I HAVE MY REIMBURSEMENT CHECKS DEPOSITED TO EITHER MY CHECKING OR SAVINGS ACCOUNTS?**

No. At this time, deposits can only be made to checking accounts.

#### **CAN I HAVE MY REIMBURSEMENT CHECKS DEPOSITED DIRECTLY TO MY SPOUSE'S ACCOUNT?**

No. The account to which your reimbursement check is deposited must carry the same name as the reimbursement check. The account can be held in joint status, as long as the employee's name is on the account.

#### **WHAT IF I CHOOSE TO TRANSFER MY DIRECT DEPOSIT TO ANOTHER ACCOUNT OR FINANCIAL INSTITUTION?**

To transfer your Direct Deposit, complete and submit a new enrollment form. Within 10 days the Direct Deposit of reimbursements will be redirected to the new account and/or new financial institution. **IMPORTANT:** If your old account is closed before you notify Accounts Payable of the change, the Direct Deposit reimbursement will be rejected by the financial institution. A reimbursement check will be issued within a week after the original reimbursement is returned to Accounts Payable from the financial institution.

#### **WHAT HAPPENS IF A REIMBURSEMENT CHECK IS REJECTED BY MY FINANCIAL INSTITUTION BECAUSE OF A PROBLEM WITH THE ACCOUNT?**

If a reimbursement check is rejected by a financial institution because of an invalid account number, Accounts Payable will remove the account from the Direct Deposit program and issue a reimbursement check.

#### **WHAT HAPPENS IF I AM OVERPAID THROUGH DIRECT DEPOSIT?**

If an overpayment is made through Direct Deposit, Accounts Payable can recover the funds directly from the account designated for Direct Deposit or recover the funds from future reimbursement checks. If the overpayment will be recovered from a future reimbursement, removal from the Direct Deposit program may be necessary.

#### **AM I THE ONLY ONE WHO CAN CANCEL MY DIRECT DEPOSIT AUTHORIZATION?**

No. Accounts Payable may remove the Direct Deposit authorization under the following conditions:

- Eligibility requirements are no longer met; or
- A Direct Deposit reimbursement is returned (e.g., due to a closed account or invalid routing number); or
- It is necessary to recover/prevent an overpayment; or
- Under certain bankruptcy conditions.

Accounts Payable will notify an individual if the Direct Deposit authorization is removed.