

**University Of California, Santa Barbara  
Accounting Services & Controls - Payroll Division  
Payroll & Non Payroll Deposit Authorization Form**

<b>Employee Name:</b>	(Last, First, Middle Initial)
<b>Employee ID No. (Perm &amp; SSN are not employee IDs)</b>	
<b>Work Extension</b>	
<b>Home Department</b>	
<b>Name of you Financial Institution</b>	
<b>Bank Address</b>	<b>Street:</b>
	<b>City</b> <b>State</b> <b>Zip</b>

**Payroll Check:**

**Type:**     CHECKING                      Account Number                      \_\_\_\_\_  
                    SAVINGS                                      Transit Routing Number                      \_\_\_\_\_

**Non-Payroll Check:**

Please check this box if you want Non Payroll check(s) also to be deposited to your above Checking or Savings Account.

**OR**

Please check this box if you want Non Payroll check(s) to be deposited into another Checking or Savings Account.

**Type:**     CHECKING                      Account Number                      \_\_\_\_\_  
                    SAVINGS                                      Transit Routing Number                      \_\_\_\_\_

I hereby authorize (1) the University of California, to deposit my net pay via electronic transfer of funds, and (2) my financial institution to credit my net pay to my account. This authorization will remain in effect until cancelled in writing.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**Please Note: Staple A Voided Check In This Area**

1. Because we have to prenote your account with your bank, your first Surepay (Direct Deposit) to your bank will occur after you receive one last paper check.
2. Do not write checks against your account unless you received a Surepay stub.
3. If you change banks or accounts within your bank, you need to complete another Surepay form.
4. Please verify your transit routing number and account number with your Financial Institution.
5. The University is not responsible for delays in your direct deposit set up or funds deposited to incorrect accounts if forms are submitted without a void check.
6. If you close your account, please contact ext. 3654 (Payroll) and/or ext. 4288 (Disbursements) as soon as possible.