

DEFAULT PAYMENT METHOD IS CHECK  
REQUEST WILL BE EVALUATED  
APPROVAL IS NOT GUARANTEED

**INSTRUCTIONS:**

1. Download form
2. Open downloaded form in Adobe Acrobat
3. Fill out form
4. Attach file
5. Apply signature
6. Save form
7. Click "submit" button to upload your form to our secure Dropbox

Do not fill this form out in a web browser  
Do not transmit completed form via email

Effective Date:

**REQUEST TYPE:**      New setup                      Change existing                      Cancel existing (receive check instead)

Employee name:

DH email address:

**Please attach a voided check or official direct deposit info obtained from your bank:**

- This authorization will remain in effect until I cancel it by submitting a new, updated form.
- A new authorization must be completed if I change my bank account, close my bank account, change financial institutions, or wish to receive checks instead.
- Changes requested via email, phone, letter, or invoice will not be accepted.
- I understand that the University requires ten (10) business days to review this initial authorization and two (2) business days for funds to become available following an electronic funds transfer.
- I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA), California State University Dominguez Hills (CSUDH) to credit any payments due to my entity via automated clearinghouse electronic fund transfer (ACH) to the bank and bank account owned by my entity referenced above. I acknowledge I am responsible for repayment of any monies due the University due to overpayment to my account. Failure to repay any overpayments to the University will result in my account being referred to a collection agency and I will be responsible for all collection costs incurred by the University.

Signature:

Phone: