

**FRESNO PACIFIC UNIVERSITY
ELECTRONIC FUNDS TRANSFER
AUTHORIZATION FORM**

I authorize Fresno Pacific University to initiate credit entries (deposits) and/or debit entries and adjustments to correct any previous credits which may have been posted in error to my account. This authorization is to remain in full effect until I notify Fresno Pacific University in writing to cancel this authorization, allowing Fresno Pacific University a reasonable opportunity to act upon it.

Financial Institution Name _____

Account Number _____

Checking Account Savings Account
 Full net pay Partial amount \$ _____
(please check one on each line)

Account Number _____

Checking Account Savings Account
 Full net pay Partial amount \$ _____
(please check one on each line)

Authorization

Name _____

Signature _____

*******PLEASE ATTACH A VOIDED CHECK TO THIS FORM*******

IT TAKES ONE PAYROLL CYCLE FOR THE ELECTRONIC FUNDS TRANSFER TO PRENOTE THROUGH YOUR BANK. AFTER SUBMITTING YOUR AUTHORIZATION FORM YOU WILL RECEIVE ONE REGULAR PAYCHECK AND THEN THE AUTOMATIC DEPOSIT SHOULD BEGIN.

YOU ARE AUTOMATICALLY ENROLLED IN THE "ADVICE ONLINE" FEATURE WHICH ENABLES YOU TO VIEW YOUR PAY ADVICE ONLINE THROUGH YOUR CAMPUS CRUISER ACCOUNT (MY SERVICES TAB). PLEASE BE AWARE THAT YOU WILL NOT RECEIVE A PAPER COPY OF YOUR PAY ADVICE.

Electronic Funds Transfer Instructions:

To begin electronic funds transfer (also known as direct deposit), simply fill out the authorization form on the other side and return it to the payroll department along with a deposit slip from the account(s) you designate for the deposit.

Electronic Funds Transfer Options:

Net Pay Deposits

Net pay deposits are calculated after all taxes and other deductions are taken. (Check the Full net pay option)

Partial Deposits

Partial deposits can be made to a checking or savings account. (Check the Partial deposit option)

Multiple Deposits

To establish multiple deposits, fill out the account information for each account. (Check either the full net pay or the Partial amount option for each account)

Signature

The authorization is only valid with your signature. If a second signature is required to withdraw funds from your account, that signature is also required on the authorization form.

