

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION

Sign up for EFT Update EFT Information Update Contact Information

Please note: Section I MUST be completed in its entirety.

Current Banking information is REQUIRED if you are changing/updating EFT on file\*

Section I

Business Name:

Remittance Address:

Phone Number:

Phone number input boxes

FedTax ID:

FedTax ID input boxes

OR

SSN (last four digits only):

SSN input boxes with X markers

Section II

Current Banking Information on file for EFT

Bank Name:

Address:

Account Number:

Account Type (Select one):

Radio buttons for Checking and Savings

BankRouting#

Bank routing number input boxes

New Banking Information for EFT

Bank Name:

Address:

Account Number:

Account Type (Select one):

Radio buttons for Checking and Savings

BankRouting#

Bank routing number input boxes

Reason for the change request:

**Section III**

An EFT statement (equivalent to a check stub) will be sent via e-mail.

Please provide the following information to receive EFT advice (Note: E-mail address cannot have any underscores):

Current Email:

\_\_\_\_\_

New Email:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name & Title

Date

**You are required to submit ONE of the following with this completed EFT Form:**

- Copy of blank voided check • Reference Letter from your financial institution • Sample invoice with banking information

**Send this completed form with required documentation to:**

1. Fax to our secure server: (310) 825-2138

OR

2. Mail to:

**UCLA Accounts Payable  
Attention: Isabel Castro  
10920 Wilshire Blvd Suite 500  
Los Angeles, CA 90024**

• This authorization will remain in effect until canceled in writing. Failure to notify Accounts Payable of a closed account will cause a delay in receiving your payments.

• Please notify Accounts Payable of any changes to your e-mail address.

• If you have any questions please call Accounts Payable at (310) 794-0197.

FOR UCLA USE ONLY (Version 3, Rev. September 2016)

VCK: \_\_\_\_\_

Input Date: \_\_\_\_\_ Input by: \_\_\_\_\_