



# Vendor Electronic Funds Authorization

(Only for use with banks within the United States)

Form questions: [finpolicy@ucsc.edu](mailto:finpolicy@ucsc.edu)

**Important:** Form must be filled out in [Adobe Reader](#) or Acrobat Professional 8.1 or above. To save completed forms, Acrobat Professional is required. For technical and accessibility assistance, contact the [finaff-tech](#) team.

This form authorizes the University of California, Santa Cruz, to make payments to a business or individual electronically. All payments will be paid into the account designated by the voided check attached to this form. Notification of payments will be sent by email, with the payment settling into your bank account within two business days. It is the responsibility of the business or individual to notify UCSC of any changes pertinent to electronic payments, such as changes in banking information or email address.

## Section 1: General Information (Complete all fields)

Is this a change to existing bank account information?  Yes  No  
If yes, a phone call will be initiated to validate the new banking data.

Name: \_\_\_\_\_  
(Last Name, First Name Middle Initial)

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Email: \_\_\_\_\_

Bank/Depository Name: \_\_\_\_\_

Organization name:  
(if applicable) \_\_\_\_\_

## Section 2: Account Information

Select account type:  Checking

**Required:** Attach a voided check **or** bank statement with full name, account numbers, and bank logo.

Savings

**Required:** Attach a bank statement with full name, account numbers, and bank logo.

## Section 3: Funds Transfer

To comply with the requirements of the U.S. Department of Treasury, Office of Foreign Assets Control (OFAC), UCSC is obligated to ask the question shown below regarding the transferring funds. If your answer is "Yes", UCSC will issue a paper check in lieu of processing a direct deposit.

Are funds transferred to the designated direct deposit account  
and then transferred to a bank in a foreign country?

Yes  No

## Section 4: Authorization

Authorized signature

Print name

Title

Date

**Note:** Attach a voided check / Bank Statement including full name, account numbers, and bank logo. Request can NOT be processed unless account information is provided.

Mail to: University of California Santa Cruz - Accounting Office  
1156 High Street, Santa Cruz, CA 95064  
or

FAX to: (831) 459-5037 (**fax voided check / savings account information with form**)