



**UNIVERSITY OF CALIFORNIA, RIVERSIDE
PAYROLL/NON-PAYROLL DEPOSIT AUTHORIZATION
FOR EMPLOYEES ONLY - UPAY702-5 (R9/2004)**

Please print or type

Name (Last, First, Middle)	Employee #
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Name: _____

Financial Institution Branch

Address: _____

No. Street City State Zip

Account Number: _____ Type: Checking

CAMPUS DEPARTMENT

Savings

I authorize the University of California, Riverside to initiate credits for my net pay, expense reimbursements and other non-payroll payments and for my financial institution to credit my account. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my account, close my account or change financial institution.

EFFECTIVE DATE: Surepay (electronic funds transfer) will be effective approximately 30 days from the date this form is received by your home department or campus payroll office. This waiting period is used by the banking system to verify your account information with your financial institution. Any pay or other checks issued to you during this period will be sent to your home department.

Signature Work phone Date

**STAPLE VOIDED CHECK OR DEPOSIT SLIP WITH PRE-PRINTED
TRANSIT/ROUTING NUMBER AND ACCOUNT NUMBER HERE**

Accounting use only

ID	Chk Dsp	Bank Table Key	SurePay Account Number	Checking or Savings	Pre-note Indicator
SP	8				1

PRIVACY NOTIFICATION - STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked supply information about themselves: The principal purpose for requesting the information on this form is to acquire authorization for payroll and non-payroll disbursements to a financial institution of the individual's choosing. University policy authorizes maintenance of this information. Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. The office responsible for maintaining the information contained on this form is the Accounting/Payroll Office.