

**DIRECT DEPOSIT FORM**  
CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION  
(562) 985-5537

Received By/Date:	_____
Input By/Date:	_____
Reviewed By/Date:	_____
Activated By/Date:	_____

Name: \_\_\_\_\_ CSULB ID Number: \_\_\_\_\_

Check one: ☐ Initiate New Deposit ☐ Change Existing Deposit  
☐ **CANCEL** Net pay Direct Deposit ☐ **CANCEL** Fixed Dollar Direct Deposit

Effective Date: \_\_\_\_\_

**Important** - Direct deposits will be stopped/started on the next available payroll unless otherwise specified. New deposits typically require that the first pay period following initiation be considered a "pre-notification" run to make sure the account information is correct. Therefore, that pay period will result in a paper check being cut. If the "pre-notification" deposit is successful, the second pay period following initiation will go directly into your account(s) listed below. If you have multiple direct deposits, please be sure to list the accounts you would like cancelled separately (accounts not listed will not be cancelled).

**If you are changing banks or accounts, you must complete this form to stop deposits from going to your old bank/account and complete a new Direct Deposit Form to start direct deposit with your new bank/account. Inactive employment of ninety (90) days will result in automatic cancellation of your direct deposit.**

**ACCOUNT INFORMATION:**

**\*\* VOIDED check must be attached to this form \*\***

1. Type of Account (*check one only*) ☐ Checking Account ☐ Savings Account  
2. Deposit Directive (*complete one only*) ☐ Net Pay (Entire Check) ☐ Fixed Amount \$ \_\_\_\_\_  
Financial Institution Name \_\_\_\_\_  
Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

1. Type of Account (*check one only*) ☐ Checking Account ☐ Savings Account  
2. Deposit Directive (*complete one only*) ☐ Net Pay (Entire Check) ☐ Fixed Amount \$ \_\_\_\_\_  
Financial Institution Name \_\_\_\_\_  
Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

**AUTHORIZATION:**

If at any time the amount of salary/wages deposited exceeds the amount of salary/wages due and payable to me, I hereby authorize the CSULB Foundation, at its discretion, to either withhold a sum equal to the overpayment from future salary/wages or recover such overpayment from the above designated account. If the CSULB Foundation is legally obligated to withhold any part of my wage/salary payment for any reason or if I no longer meet eligibility requirements for direct deposit, I understand the CSULB Foundation may terminate my enrollment in the Program.

**If any action taken by me results in non-acceptance of a direct deposit by the designated financial institution, I understand that the CSULB Foundation assumes no responsibility for processing a supplemental salary/wage payment until the amount of the non-accepted deposit is returned to the CSULB Foundation by the financial institution. The CSULB Foundation will make every effort to contact you if, for administrative purposes, it becomes necessary to issue a check instead of an electronic transfer.**

Signature \_\_\_\_\_

Date \_\_\_\_\_